INTO OSU Departure Form

Due to Student and Exchange Visitor Information System (SEVIS) reporting requirements, we ask that you inform INTO OSU if you plan to leave or transfer to another school.

Please complete this form (front and back) and collect all required signatures.

Personal Information

Last Name (family) _____________________________  First Name (given) ______________________________

OSU ID # ____________________________

Program of study:  □ General English  □ Academic English  □ Pathway Program  □ Other

E-mail address: ___________________________________________  U.S. Phone # __________________________

Forwarding/Home Country address: ________________________________________________________________

Future Plans - Please select one of the following:

☐ Stopping studying in the United States

Will you withdraw from your classes?  □ Yes, Date of Last Attended Class _____/_____/_____ (month/day/year)

☐ No

If you are an AE and GE student withdrawing from your classes during an academic term and have OIS approval, your SEVIS record will be terminated and you will be expected to depart the U.S. within 15 days of withdrawing from your classes. If you are a Pathway student who is withdrawing at any time during your academic program and have OIS approval, your SEVIS record will be terminated and you will be expected to depart the U.S. within 15 days of withdrawing from your classes.

Reason for returning home: ________________________________________________________________

Will you leave the United States?  □ Yes, Departure Date: _____/_____/_____ (month/day/year)

☐ No

Do you plan to come back to INTO OSU?  □ Yes, Date of planned return: _____/_____/_____ (month/day/year)

☐ No

☐ Transferring to another school

Do not withdraw from your classes during an academic term to transfer, unless you are first approved by an International Student Advisor. Withdrawing from classes before being approved for a transfer will result in a violation of your F-1 status.

Have you completed and attached the Transfer-Out Form?  □ Yes  □ No

(Transfer Out to New School form can be found here: http://oregonstate.edu/international/atosu/students/forms)

Have you submitted your admission letter from the school you plan to transfer to?  □ Yes  □ No

When will you start classes at the new school? _____/_____/_____ (month/day/year)
I understand that this form must be complete before I am eligible to check-out/withdraw from INTO OSU, and that I must not withdraw from my courses until I have approval from an International Student Advisor. I understand that if my SEVIS record is being terminated it could impact future visa and travel to the U.S. and I have spoken with an International Student Advisor about my questions.

Student Signature: ___________________________________________ Date: ___________

If you are departing at the end of the term, you must wait until the last week of classes before getting the signatures below. The signatures must be received in order.

1. INTO OSU Academic Support
   - Not Returning to INTO OSU or OSU
   - Confirmed PW Progressor
   - Program Extension in progress (Term of Return to INTO OSU/OSU ______)

2. International Student Advisor
   - Reviewed Departure Form and *Transfer-Out Form with student
   - Re-Admit form provided (if needed)

3. Housing
   - ____________________________

4. Learning Center
   - ____________________________

5. Finance
   - Checked TSAAREV
   - ____________________________

Note: If you are dropping your classes before the term ends, you will also need to get the following signatures: N/A

1. International Student Advisor
   - ____________________________
   - *Student’s SEVIS record has been transferred
   - Student is aware of termination and timeline

2. Academic Support
   - ____________________________
   - Banner/Holds ________
   - Salesforce ________
   - Program Extension is processed, if applicable
   - *Only applicable if student is completing a transfer

Please return this form to the ILLC Welcome Desk

International Student Advisor’s staff use only

ISA initials __________ Date ________________ Action taken with SEVIS record: ________________

- Profile Status in SUNAPSIS appropriately reflects student’s status
- New I-20 needed
- SUNAPSIS case created for new I-20

Revised 1/24/2017