



## DEPARTURE FORM

Due to Student and Exchange Visitor Information System (SEVIS) reporting requirements, we ask that you inform the Office of International Services (OIS) of the dates and terms in which you plan to do any of the following:

- Take a leave of absence from the University for one or more terms (does not include summer vacation term)
- Discontinue your program of study
- Discontinue Optional Practical Training (OPT) or Academic Training (AT)
- Depart from the U.S. (or change to another visa type) after completing your degree or training period

Note for leave of absences: Graduate students must file an "Intent to Resume Graduate Status" form with the Graduate School. Graduate and undergraduate students are advised to contact their department, discuss their plans, and determine how their leave of absence will impact their program of study.

**To be completed by the student:**

Last name (family) \_\_\_\_\_ First name (given) \_\_\_\_\_

OSU ID \_\_\_\_\_ Phone # \_\_\_\_\_ Visa type \_\_\_\_\_

Degree level (circle one)    INTO OSU       Bachelors       Masters       Doctorate       Other

Forwarding e-mail address \_\_\_\_\_

Forwarding mailing address \_\_\_\_\_

**Please indicate type of departure (select one)**

I will stop studying at INTO OSU/OSU and leave the United States

End of current term

Middle of term (requires withdrawal from all classes)

▪ Date: \_\_\_\_\_

- Date of departure from the US: \_\_\_\_\_

I have completed my degree/program at INTO OSU/OSU (please select one option below)

I plan to depart the US within my grace period (60 days from the last day of classes for F1 and 30 days from the last day of classes for J1). \*If you depart the US after graduation, you may not return to the US in F or J status. All options for employment will be lost.

I plan to remain in the US on another visa type. New visa type \_\_\_\_\_

I plan to leave the US and discontinue my OPT or AT. Date of departure \_\_\_\_\_

Will you return to OSU/INTO OSU in the future? (circle)                      Yes                      No                      Term/Year: \_\_\_\_\_

**Please note if you plan to return you will be required to get a new I-20**

**Read the below statement and sign:**

- Sponsored students only: I understand that I must notify my sponsor of my departure and that any financial or other sponsorship consequences are my responsibility. \* Under the terms of our agreement with sponsors, OSU is required to provide departure information to sponsors each term.



All students: 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:** \_\_\_\_\_

**Please note that signatures below must be collected in order.**

**International Student Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Reviewed departure and re-admit forms (if needed)
- Reviewed transfer out procedure (if needed)
- Withdrawal Survey needed? Yes No

**INTO OSU Students ONLY:**

**INTO OSU Finance:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Checked TSAAREV
- Checked program extension (if applicable)
- Created cancellation task (if applicable)

**INTO OSU Housing:** (Only required if you live on campus): \_\_\_\_\_ **Date:** \_\_\_\_\_

**INTO OSU Academic Support/Pathway Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Checked banner holds
- Reviewed Learning Center holds
- Checked future term(s) registration (requested drop, if applicable)
- Completed withdrawal survey (if applicable)
- Checked program extension (if applicable)

**Please submit completed forms to the OIS office at University Plaza Suite 130 or the ILLC Welcome Desk.**

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***OIS Official use only:***

Action taken with record (circle):      Termination      Shorten record      Transfer out      New I-20 needed  
**\*E-mail to student, cc AS**