

DEGREE SEEKING AND EXCHANGE

NOTICE OF DEPARTURE or LEAVE OF ABSENCE 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 Student ID ____ - ____ - ____ Phone # _____ Visa type F-1 J-1 Other _____

Degree level Bachelor's Master's Doctorate Other _____ Major _____

Forwarding email address _____ Forwarding mailing address _____

Please indicate the type of departure: ***(please select one)***

Leave of absence - **Requires you meet with an International Student Advisor and get a signature:** _____ **Date:** _____

When End of current term Prior to end of current term

Term Fall Winter Spring Summer 20 _____

Date of departure: ____/____/____ Date of return: ____/____/____

Discontinuing studies at OSU - **Requires you meet with an International Student Advisor and get a signature:** _____ **Date:** _____

When End of current term Prior to end of current term Date of departure: ____/____/____

Completed degree or exchange program and/or training period

I plan to depart from the U.S. within my grace period (60 days for F-1, 30 days for J-1)

****If you depart the U.S. after graduation, you may not return to the U.S. in F or J status. All options for employment will be lost.***

I plan to remain in the U.S. on another visa type New visa type _____

I plan to leave the U.S. and discontinue my OPT or AT. Date of departure: ____/____/____

Please note: If you will be outside the U.S. for 5 months or more, you will need to apply for a new visa for re-entry. We recommend you contact OIS at least two months before your scheduled return to make sure you have a valid I-20 or DS-2019.

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FOR SPONSORED STUDENTS ONLY

Under the terms of agreement with your sponsor, OSU is obligated to notify your sponsor regarding your intentions to take a leave of absence, discontinue your program or Optional Practical Training (OPT), depart from the U.S. or change your visa type upon completion of your degree or training. This may have adverse consequences on your funding including the discontinuation of your stipend by your sponsor or a need to reimburse your sponsor for tuition and fees paid by them. If you are withdrawing from any courses after the 100% refund deadline in Week 1, your sponsor may not cover the costs for tuition and fees for the quarter in which you are terminating your enrollment. Should this occur, is your responsibility to pay the outstanding charges on our student account including tuition and fees normally covered by your sponsor. Failure to pay outstanding charges on your account may result in adverse consequences such as being unable to obtain an official transcript from the University, being unable to return to the university in the future, or being sent to Collections.

Because every sponsor has a different policy regarding leave of absence, discontinuation of program / OPT, departure from the U.S., and change of visa type upon completion of degree / training, it is your responsibility to consult your sponsor before departing from the university.

I have read the above statement and understand that my sponsor will be notified of my intentions to take a leave of absence, discontinue my program of study, discontinue Optional Practical Training (OPT), depart from the U.S. or change my visa type after completing my degree or training. I also understand that I am responsible for payment of all outstanding balances on my account, including those not paid by my sponsor due to my departure or leave of absence.

Student Signature

date

Office of International Services use only

* Please check the status of students' sponsorship. If the student is sponsored, please make sure a sponsored student advisor has initialed the request above.

Departure: Approved _____ Denied _____ OIS initials _____ Date _____