# 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

<table>
<thead>
<tr>
<th>Last Name (family)</th>
<th>First Name (given)</th>
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<tbody>
<tr>
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<tr>
<th>OSU ID #</th>
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<thead>
<tr>
<th>Program of study:</th>
<th>General English</th>
<th>Academic English</th>
<th>Pathway Program</th>
<th>Other</th>
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<tr>
<th>E-mail address:</th>
<th>U.S. Phone #</th>
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<th>Forwarding/Home Country address:</th>
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## 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 ISAS 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 ISAS 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
   - Confirmed PW Progressor
   - Re-Admit form provided
   - Term of Return to INTO OSU/OSU __________

2. International Student Advisor
   - Student Record Reviewed
   - Reviewed Departure Form and *Transfer-Out Form with student

3. Housing

4. Finance
   - Checked TSAAREV

5. Learning Center

6. Finance

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

International Student Advisor

*Received completed Transfer-Out Form

*Received Admission Letter for transfer

Academic Support

*Banner/Holds ______

*Salesforce ______

*Readmission has been processed, if applicable

*Only applicable if student is completing a transfer

Please return this form to the ILLC Welcome Desk

International Student Advising and Services
Oregon State University, 1701 SW Western Blvd., Corvallis, OR 97333 USA
T 541-737-6310 | F 541-737-6226 | oregonstate.edu/international | isas.advisor@oregonstate.edu