



Departure Form

F-1 and J-1 status students who have finished their program or who are leaving a program early (including OPT and AT) must submit this form to our office prior to departing.

**End of Program Grace Period:**

F-1 students must depart the US within **60 days** after their completion of their program or OPT as denoted on their I-20. J-1 students must depart the US within **30 days** after their completion of their program or AT as denoted on their I-20. During these grace periods, you may change immigration status, transfer your SEVIS record to another school in the US, obtain a new I-20 or DS-2019 for a new degree program at UIW, or begin OPT or Academic Training. You cannot reenter the US from abroad in F-1 or J-1 status during the grace period.

**Authorized Early Withdrawal:**

F-1 and J-1 students who have received permission to leave their programs early must depart the US within **15 days**. This includes F-1 students on post-completion Optional Practical Training (OPT) who are permanently departing the US prior to the end date of their OPT employment authorization document (EAD). To Withdrawal from the university you must:

- Complete the withdrawal forms from the Registrar's Office, for the current semester and the following semester if you have early registered for classes. (UNDERGRADUATE students go to the Advising & Student Success Office – GRADUATE students go to the Graduate Studies office)
- Clear your student account balance with the Business Office, you may not be eligible for any tuition refund on current classes.
- If you live on campus, notify residence life of your departure. You may be required to pay a fine if you are breaking a housing contract.
- Contact the ISSS office regarding insurance; you may be eligible for a refund if you have already paid for future semesters.

Name: \_\_\_\_\_ UIW ID: \_\_\_\_\_  
Family name First Middle

Personal email: \_\_\_\_\_ Today's date: \_\_\_\_\_

**SELECT ONE:**

I graduated in \_\_\_\_\_ semester. I am departing the US and will not return in the immediate future. Date of departure: \_\_\_\_\_. **Attach or email our office your outbound flight itinerary.**

I have NOT completed my program at UIW. I am departing the US and will not return in the immediate future. Date of departure: \_\_\_\_\_. **Attach or email our office your outbound flight itinerary.**

I am an exchange student and will complete my program at UIW on \_\_\_\_\_

Other \_\_\_\_\_

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**ISSS Office Use Only:** Flight Itinerary: Y/N Business hold: Y/N Copy of Academic Withdrawal Form or Email from Graduate Studies Y/N UIW ISSS Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_