



Office of Immigration & International Admissions  
 Meisler Hall 2200 • 390 Alumni Circle  
 Mobile, AL 36688-0002  
 Phone: 251.460.6050  
 immigration@southalabama.edu

## Request for Withdrawal of Immigration Status

Applying for an authorized early withdrawal involves the termination of your SEVIS record by this office. You will have 15-day grace period to prepare to depart the U.S. from the time of the termination for authorized early withdrawal. You must complete this form ***before*** leaving Mobile. A copy of your withdrawal confirmation (drop/add form) must be attached to this request.

Jag ID # \_\_\_\_\_ SEVIS # N \_\_\_\_\_

Name \_\_\_\_\_  
 (Family Name) (First Name) (Middle Name)

Address \_\_\_\_\_  
 Street City State Zip Code

Email address \_\_\_\_\_

Date I wish to withdraw from the University of South Alabama: \_\_\_\_\_

Please indicate the reason(s) for withdrawing from USA (check all that apply):

- Illness
- Personal reasons
- University of South Alabama experience is not what I expected

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Office of Registrar signature \_\_\_\_\_ Date \_\_\_\_\_

### Important notes regarding withdrawal and termination of SEVIS record. Please read!

- By submitting this request, you are asking the Office of Immigration and International Admissions to terminate your SEVIS record effective the date listed on this form.
- If you plan to return to the University of South Alabama, you must apply for re-admission/re-entry. Please contact OIIA for instructions. Once re-admitted you will be issued a new I-20. **DO NOT ENTER THE U.S. ON ANY OLD I-20s IN YOUR POSSESSION!**
- If you are returning to the U.S. within 5 months of departure and your F-1 visa is still valid, you may be eligible to return on that visa. Please consult your local U.S. Embassy for details.
- If you are returning to the U.S. more than 5 months after departure, you will be required to apply for a new F-1 visa.
- Please refer to the withdrawal checklist below for a list of other actions you may be required to take ***before*** leaving Mobile.
- Students requesting to withdraw their immigration status must submit a travel itinerary showing a booked outgoing flight leaving the United States within 15 days of their withdrawal/termination date. Failure to leave within 15 days of the withdrawal/termination date will result in the accrual of Unlawful Presence.

## How to withdraw from the University

A student who wishes to withdraw from their immigration status during the course of a semester or summer term may do so by requesting a withdrawal from the Office of Immigration and International Admissions (OIIA) **and** the Office of the Registrar. The student **must** consult with the Office of the Registrar on how to withdraw from their courses **before** OIIA will process an early authorized withdrawal of the immigration status in SEVIS.

Appropriate university offices that should be notified of your withdrawal (Office of Registrar, OIIA, your academic advisor/department, Housing and Dining – if you live on campus, Graduate School – for grad students, Student Accounting, ID Center).

Full or partial refunds of tuition and fees *may* be given depending on the date the student withdraws from classes. Please see the Academic Calendar for refund deadlines. Students who withdraw must apply for readmission/re-entry before an I-20 will be issued for the student to return to the University.

**All students should be aware that withdrawing (either officially or unofficially) can adversely affect scholarships and assistantships.**

## Things to Do Before Leaving Mobile Checklist

- Withdraw from University courses using steps above. If you have pre-registered for a future semester, you must drop those courses as well.
- Notify your advisor/department (**and** Graduate School, if graduate student) of your intent to leave.
- Check out of your housing assignment with Housing and Dining or contact your apartment complex office manager/landlord to discontinue your lease. Cancel gas, electric, water, cable, etc.
- Pay your Student Accounting account to make sure you have a \$0.00 balance! Transcript requests will be denied for anyone with a balance.
- Return any library books or materials borrowed from your department or lab.
- Contact Academic Computing to let them know which email address to forward your jagmail.southalabama.edu emails.
- Fill out a change of address form with the United States Postal Service/close your P.O. Box.
- Update your USA PAWS account with your new address.
- If a student employee/graduate assistant/athlete, visit Payroll to fill out a form to have your W-2 tax forms sent to your new address. This is separate than your change of address for the University!
- Cease employment no later than the day your SEVIS record is terminated!