

F-1 STUDENT DEPARTURE FORM

In keeping with the compliance of the Federal Government: U.S. Citizenship and Immigration Services requires Haverford College to keep and update your SEVIS record. This form is to be completed by F-1 student who is leaving Haverford upon graduation, taking a leave of absence for a semester, a year, studying abroad, transferring to another F-1 approved institution, for a period of time longer than 5 months. Students participating in a CPGC, CCPA or KINSC internship abroad (outside of the U.S.A) should also complete this Form at or during your Terra Dotta (Travel Registry) meeting. The form should be submitted to the International Student Services Office (ISSO).

NOTE: This form does not replace the required In-Out Notification Letter to your dean.

1. Student's Name: _____
Family name First Name Middle

2. Student ID #:

3. Class Year:

4. SEVIS ID #: N

5. Email address: 6. Phone:

Instructions: Please read through the options below. Select the situation that applies to you and sign at the bottom of the 3rd page.

Part 1. Completion of F-1 Program or Studies / Leaving the United States

I have completed my academic program or studies and plan to depart the U.S.

I am not interested in applying for OPT.

- Your SEVIS record will change to a status of "Completed."
- You must depart the U.S. within 60 days of your degree completion date.

Date of completion Date of departure from the U.S.
Month Day Year Month Day Year

Part 2. Completion of OPT (Post)

I have completed OPT and plan to depart the U.S.

- Your SEVIS record will change to a status of "Completed."
- You must depart the U.S. within 60 days of your OPT completion date.

I am reaching 90 days of unemployment.

- Your SEVIS record will change to a status of "Completed."
- If you have notified ISSO prior to the 90th day, you have 60 days to depart the U.S., get admitted to a new program, or gain another status.
- If you did not report this information prior to the 90th day, you must leave the U.S. immediately.

Date of completion Date of departure from the U.S.
Month Day Year Month Day Year

Part 3. Transfer

I am transferring to another U.S. F-1 Approved institution.

- Your SEVIS record will be transferred to your new school on the "release date".
- The "release date" must be after you have completed all coursework.
- The "release date" for graduating seniors will be a week after graduation.
- Consider the end date of your OPT before stating the "release date" below.
- You must NOTIFY ISSO PRIOR TO YOUR RELEASE DATE if your plans change. ISSO cannot access your SEVIS record to make changes after the date has passed.

- Students must provide ISS with a copy of the admission letter received from the school the student intends to transfer to and a copy of the communication by the student stating acceptance of the offer of admission before any *Transfer Verification Form* is completed by the DSO for the new school. The *Transfer Verification Form* will be mailed and/or emailed to the new school by the DSO.

Date you would like your SEVIS Record to be released to the new school: _____

Part 4. Change of Visa Status

- I will petition or have petitioned to change my visa status to _____.
- If you are applying for a new visa status, the application must be received by USCIS within 60 days of your degree, exchange program, or OPT completion date.
- My change of status has been approved. _____
- New visa type Effective Date (MM/DD/YYYY)
- Please provide a copy of the I-797 approval form for our files.

Part 5. Study Abroad Program (under the auspices of the Office of International Programs at the College) OR an Internship external of the U.S.A. sponsored by a Haverford College Department – CPGC, CCPA, KINSC, etc.

I am participating in Study Abroad CPGC___ CCPA___ KINSC___ Program

Location: _____

Mailing Address: _____

Contact Telephone Number: _____

- Your SEVIS record will remain active during your absence.
- You must be pursuing a full-time course of study during your absence while studying abroad. Obtain a letter from your academic adviser or the Dir. of International Programs authorizing that you will be engaged in a full time study abroad program that meets your degree requirements. Carry that letter with you when you travel.
- Prior to returning, ensure that you have a valid re-entry signature on page 3 of your I-20.

Date of departure from the U.S. _____ Expected month/year of return _____

Month Day Year Month Day Year

Part 6. Leave of Absence or Withdrawal

I am taking a leave of absence of more than five months; or

I am withdrawing from Haverford College.

- Your SEVIS record will be terminated with the reason “Authorized Early Withdrawal.”
- You have 15 days from your withdrawal date to depart the U.S.
- If you intend to resume FULL-TIME studies at the College, you will be required to notify ISSO on [December or March] for a new I-20 prior to your intended return via email.
FINANCIAL DOCUMENTS WILL BE REQUIRED BY HAVERFORD COLLEGE ISSO BEFORE A NEW FORM I-20 WILL BE ISSUED.
- If you return to the College, you must be a full-time student for one academic year before applying for OPT.
- You will be required to pay the SEVIS fee again.

Date of withdrawal from classes _____ Must depart the U.S. no later than _____

Month Day Year Month Day Year

Date of departure from the U.S. _____ Expected month/year of return (if applicable) _____

Month Day Year Month Year

Part 7. Other (Academic Probation, Suspension, Honor Code Violation, Medical Leave, etc.)

For a medical leave of absence, documentation from a medical provider should be attached.

Date of departure from the U.S.
Month Day Year

Part 8. Required Contact Information after Completion of Program/Studies, Post-OPT, STEM OPT, Transfer, Change of Status, Study Abroad, Leave of Absence, Withdrawal, etc.

Forwarding Address: _____

Non-Haverford email address: _____

Telephone Number:

Part 9. Understanding of Grace Period (Timeline)

Under your F-1 status, you are allowed to remain in the U.S. for a **60-day** grace period upon completion of your program of study, after completion of authorized Post/STEM OPT or transfer-out to a new school; **15** days after authorized early departure granted by DSO and recorded in SEVIS. **No grace period is allowed for Unauthorized Withdrawal or Termination of Studies, Status Violation, or Inability to Complete Program of Study.**

Part 10. Signature

STATEMENT: I certify that I have discussed my intended departure with the ISSO adviser (DSO) and I understand how my departure affects my F-1 SEVIS record and my ability to return to the U.S. in the future. I will notify ISSO immediately if my plans change.

Student's Signature

Month Day Year

ISSO will complete this section:

Date submitted to ISSO
Month Day Year

DSO's initials