

International Education

Authorized Early Withdrawal Request

Please Return To:

OIE - Office of International Education

Marquette University

Holthusen Hall, 4th floor

Email: michael.groen@marquette.edu

When an F-1 student stops or pauses their MU studies for personal or other reason before their SEVIS program end date, OIE must terminate the student's SEVIS record. Records for students who withdraw over summer or winter break are generally terminated at the start of the next semester. Records for students who withdraw mid-semester are generally terminated as of the date of the withdrawal.

Students who submit this form to OIE in advance of submitting their formal withdrawal request to the Office of the Registrar (OTR) can typically have their SEVIS record terminated with the reason of "Authorized Early Withdrawal."

Receiving permission for an "Authorized Early Withdrawal" has several advantages including:

- 15-day grace period to depart the U.S. from the date of the withdrawal (you must depart by the end of this time)
- typically has no negative impact on future visa processes or travel
- students absent for less than 5 months can request reactivation of their SEVIS record instead of getting a new I-20 on a new SEVIS record
- reactivation of SEVIS record possible if absence is 5 months or less (typically allows previous F-1 studies to count towards OPT eligibility)

Failure to request and receive "Authorized Early Withdrawal" from OIE before submitting your complete withdrawal request to OTR will result in your SEVIS record being Terminated for "Unauthorized Withdrawal" or "Failure to Enroll" both of which may cause issues with future visa processes or travel.

A. Please Print:

Family name _____ Given name _____

Date of birth _____ (MM/DD/YY) MUID _____

B. Reason for this Request:

- ☐ Family Emergency
- ☐ Financial Issues proper course level placement (see below for required documentation)
- ☐ Research or study abroad that is part of my MU program of study and that has been approved by OIE
- ☐ Personal/Other

C. Intended Last Day of Enrollment at MU

Please enter the date of the last day you plan to attend classes. Students planning to stop attending during the middle of the semester should enter the date that they will use on the OTR withdrawal form.

Last Day of Enrollment: _____

D. Student Signature

By signing below, I indicate that I have read and understood the information above and that the information on this form is accurate.

Signature: _____ Date: _____

OIE Use Only:

Request Approved: _____ AEW Entered in SEVIS: _____

Request Not Approved: _____ UAW Entered in SEVIS: _____