



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/termiantation 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!