

# Checklist for Withdrawal from UNC Charlotte

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As you know, fulltime enrollment is a requirement for maintaining valid F1 or J1 student status. Therefore, withdrawal from all classes has serious implications on your immigration status. *It is critical that you meet with an advisor in the ISSO prior to your withdrawal so that we can help you develop a plan for the future.*

## **Please use following checklist as a guide prior to your departure:**

- Notify an advisor in the ISSO of your withdrawal regarding immigration implications. You must exit U.S. within 10 days of withdrawal or get admitted to another full program of study to continue your F1 status. If you plan to return to UNC Charlotte within next academic year, you must apply for a 'Leave of Absence'.
- Meet with the Withdrawal Advisor in the Dean of Students Office and then withdraw from all coursework.
- If you are a graduate student you must submit a '[Graduate Academic Petition](#)' to hold your matriculation for one year.
- If living on campus you must submit a request for termination of the contract. The cancellation form can be found online at: [www.housing.uncc.edu](http://www.housing.uncc.edu).
- If you have a meal plan, cancel it.
- Check your student account and pay any unpaid balance (meal plan, housing, health center charges, etc.).
- Update your permanent & home address in 'My UNC Charlotte'.
  - Any housing deposit refunds will be mailed to your home address or applied directly to your bank account if you have that set-up in 'My UNC Charlotte'.
- Understand procedures for 'Readmission' through the Registrar's Office if you are an undergraduate student. Visit <http://registrar.uncc.edu/readmission-information>
- If you are an exchange student, check with ISSO to be sure your transcript will be mailed to your program coordinator.

## **Prior to re-entering the U.S.:**

- Make sure you have an active SEVIS record by notifying the ISSO 30 days prior to your re-entry.
- Print proof of enrollment for upcoming semester.
- Carry proof of financial resources.
- Carry I-20 endorsed to travel within past 12 months, valid visa and passport (at least 6 months into future).
- You MUST visit the ISSO upon your re-entry and bring latest I-94 printout located at [www.cbp.gov/I94](http://www.cbp.gov/I94).