Taking a Leave of Absence or Withdrawing from UNC Charlotte

Overview

1. Fulltime enrollment is a requirement for maintaining valid F-1 or J-1 student status in the U.S. Therefore, withdrawal from all classes has serious implications unless it qualifies under one of the few exceptions to fulltime enrollment.

2. A leave of absence may be allowed as long as students submit the request PRIOR TO withdrawing from courses, exit the US immediately, or are otherwise able to maintain valid immigration status during this period of time. It is important to first discuss this with an advisor in the ISSO as this is a detail-oriented process that can be complex to understand.

3. If you decide to either take a leave of absence or withdraw from UNC Charlotte with no intention of returning, please submit the form below and use the checklist as you prepare for your departure. You must submit this form to the ISSO prior to your departure from the U.S. Failure to do so may result in negative immigration repercussions upon your re-entry.

Checklist for Withdrawal from UNC Charlotte

☐ Notify an advisor in the ISSO of your withdrawal regarding immigration implications and submit the section below. You must exit the U.S. within 10 days of withdrawal or be otherwise able to maintain valid immigration status during this period of time.

☐ Communicate with the Withdrawal Advisor in the Dean of Students Office and then withdraw from all coursework.

☐ Notify your academic advisor.

☐ If you are a graduate student, you must submit a ‘Graduate Academic Petition’ if you wish to hold your matriculation for one year.

☐ If you are an exchange student, check with ISSO to be sure your transcript will be mailed to your program coordinator.

☐ 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. 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’.

☐ 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’.
## Returning from a Leave of Absence: Next Steps

<table>
<thead>
<tr>
<th>Absent from US LESS THAN 5 months</th>
<th>Absent from US MORE THAN 5 months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notify ISSO that you are returning</strong></td>
<td><strong>Academic Advisor Certification Form</strong> - Email <a href="mailto:intlss@uncc.edu">intlss@uncc.edu</a> a completed Academic Advisor Certification form indicating the semester you are returning.</td>
</tr>
<tr>
<td><strong>Copy of return plane ticket</strong> - email <a href="mailto:intlss@uncc.edu">intlss@uncc.edu</a> a copy of your return plane ticket and tell ISSO the semester you will resume classes. ISSO will then work to re-activate your SEVIS record. <strong>Up to 60 days before</strong> – ISSO can reactivate your record up to 60 days before you resume classes.</td>
<td><strong>Readmission Application Form</strong> - only for undergraduate students returning after 12 months from last enrolled semester. Go to <a href="http://registrar.uncc.edu/readmission-information">http://registrar.uncc.edu/readmission-information</a>.</td>
</tr>
<tr>
<td><strong>Do you need a new I-20?</strong></td>
<td><strong>How early</strong> - This process can be completed several months in advance. See section below “How early can I enter the U.S.?”</td>
</tr>
<tr>
<td><strong>Keep current I-20 if unexpired and signed for travel</strong> – As long as your I-20 has been signed for travel in the past 12 months and it will be valid (unexpired) at the time of re-entry, you may re-enter on your current I-20. <strong>If I-20 will expire before re-entering, request an extension</strong> - Complete our Academic Advisor Certification form with your academic advisor to tell us your new end date. We will then extend your I-20 and mail you an updated copy. <strong>If you only need a travel signature</strong> – If your I-20 hasn’t been signed within 12 months of re-entry, email <a href="mailto:intlss@uncc.edu">intlss@uncc.edu</a> and let us know. We will reprint, sign, and mail you your updated I-20.</td>
<td><strong>New I-20 needed</strong> - ISSO will mail you a new I-20 after we receive your Academic Advisor Certification form.</td>
</tr>
<tr>
<td><strong>Do I have to pay the SEVIS I-901 fee?</strong></td>
<td><strong>Yes</strong> - You must pay the SEVIS I-901 fee based on your new SEVIS ID number before you re-enter.</td>
</tr>
<tr>
<td><strong>No</strong> - You DO NOT need to pay the I-901 fee again.</td>
<td><strong>Do I need a new F-1 visa?</strong></td>
</tr>
<tr>
<td><strong>If F-1 visa is not expired, no new F-1 visa needed</strong> - You may use your current F-1 visa as long as it will be valid (unexpired) by the time you re-enter the U.S. <strong>New F-1 visa required if your old visa will expire before you re-enter</strong> - If your F-1 visa is expired, you will need to obtain a new F-1 visa before you re-enter the U.S. See ISSO’s instructions for obtaining an F-1 visa.</td>
<td></td>
</tr>
<tr>
<td><strong>How early can I re-enter the U.S.?</strong></td>
<td><strong>Up to 60 days</strong> - You may enter the U.S. up to 60 days before you resume classes. <strong>Up to 30 days</strong> - You may enter the U.S. up to 30 days before the start date listed on your new I-20.</td>
</tr>
<tr>
<td><strong>What documents do I show when I re-enter the U.S.?</strong></td>
<td></td>
</tr>
<tr>
<td>● Unexpired passport valid at least 6 months after date of entry</td>
<td></td>
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<tr>
<td>● Unexpired visa</td>
<td></td>
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<tr>
<td>● Unexpired I-20</td>
<td></td>
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<tr>
<td><strong>Do I need to tell the ISSO when I re-enter the U.S. after my leave of absence?</strong></td>
<td><strong>Yes!</strong> Bring your immigration documents (passport, visa, and printed copy of your latest I-94) to the ISSO so that we can complete your immigration check-in. <strong>THIS STEP IS CRUCIAL.</strong> If you do not check in, we cannot activate your SEVIS record, which will carry serious immigration consequences!</td>
</tr>
</tbody>
</table>

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## Taking a Leave of Absence or Withdrawing from UNC Charlotte

### Student Notification Section
Submit the section below to the ISSO prior to your withdrawal from courses and prior to your departure from the US.

- [ ] I am taking a leave of absence beginning: [ ] Fall 20______ OR [ ] Spring 20______
- [ ] I am withdrawing from UNC Charlotte with no plans to return.

**Name:**

(Last Name) (First Name)

**Student ID:** 80__-__-__-__-__

**SEVIS ID:** N00__-__-__-__-__-__-__

- [ ] Undergraduate  [ ] Graduate  [ ] Exchange Student  [ ] Graduate Certificate  [ ] ELTI  [ ] Other __________________

**Date of Departure from the US:** _____ /_____ /20_____  **Date of Anticipated Re-Entry to the US:** _____ /_____ /20_____ (if applicable)

**I-20/DS-2019 End date:** ____ /____ /20____  **Visa expiration date:** ____ /____ /20____

**E-mail:** __________________________________________  **Alternative E-mail:** ___________________________________

**Reason for Leave of Absence or withdrawal:** ______________________________________________________________

_____________________________________________________________________  **Today’s Date:** ____ / ____ /20____

### ISSO Use Only:

**ISSO Approval**

Advisor initial: __________  Date: ____ /____ /20____

SEVIS Coordinator initial: __________  Date: ____ /____ /20____  (ISSM/SEVIS record processed)

**Notes:** ________________________________________________________________

### ISSO Reminders

- [ ] Email student confirming “Termination for authorized early withdrawal” (SEVIS Coordinator)
- [ ] Add Gcal reminder to check with student 1 month before estimated return date (Advisor)
- [ ] Add Gcal reminder to check student’s SEVIS registration upon student’s return (Advisor)