



AUTHORIZED EARLY WITHDRAWAL

If you wish to take a leave of absence, or withdraw from the university, you must first obtain approval from the Cranwell International Center before dropping your classes. Please submit this form as soon as you wish to withdraw from the university.

When you are ready, submit the following to Cranwell International Center.

- Completed Authorized Early Withdrawal Form
- Copy of flight itinerary
- Student Withdrawal/Resignation Form from the [Office of the University Registrar](#)

What else should I do?

- Meet with your professors and academic advisor to inform them of your plans to leave.
- If you live on-campus, contact Housing and Residence Life.
- If you live off-campus, inform your Landlord of your travel plans.

What happens after I submit this form?

- SEVIS record will be terminated for Authorized Early Withdrawal. This has no negative effect on your SEVIS record.
- Confirmation email will be sent to you with additional instructions.
- Student is no longer eligible for on-campus employment.
- You have **15 days** to depart the United States as soon as your courses are dropped. There is **no** extension to this rule.

What do I complete when I would like to return to Virginia Tech?

- Notify Cranwell International Center at least 60 days before you intend to return.
- You may return to the United States no earlier than 30-days prior to the start of the term.
- Contact your academic department to inform them of your plans to return and register for the appropriate classes.
- Take care of any holds you may have on your account. Holds may prevent you from registering for classes.



Date: _____

STUDENT INFORMATION

Name _____ VT ID#: _____
Last/Family First Middle (if any)

Personal email _____ SEVIS ID: N00 _____

Local address:

_____ Street Address City State Zip Code Phone#

Why are you leaving? _____

When are you leaving? _____

Submit a copy of your flight itinerary with this form. Travel itinerary should show your name and departure date.

TO BE COMPLETED BY ACADEMIC ADVISOR

This form addresses immigration issues only and should not take the place of any exit procedures specific to the academic department. Federal regulations require international students to notify Cranwell International Center before take a leave of absence or withdrawing. Students are not permitted to drop their classes before obtaining approval from Cranwell International Center.

Are there any academic factors that may have played a part in the student's decision to take a leave of absence/withdrawal? _____

Name _____ Title _____

Signature _____ Date _____

Last Updated 03/19/2017

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