



International Student Services  
The College for Creative Studies  
201 East Kirby Street, Detroit, MI  
313.664.7449

### **F-1 Student Departure Form**

This form allows the International Student Services Office to adjust or end your F-1 SEVIS record because you are leaving CCS and the US temporarily or permanently. If you are leaving CCS, temporarily (excluding summer vacation), or you are withdrawing from CCS, you must meet with the International Student Advisor to submit this form.

If your leave of absence is due to a documented medical condition, and you wish to remain in the USA, please fill out the Reduced Course Load form instead.

#### **Student Information**

**Today's date** \_\_\_\_\_

CCS Student ID Number: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

Name: \_\_\_\_\_ Academic Level: Graduate \_ Undergraduate \_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Local Address: \_\_\_\_\_ Degree Program Start Date: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Degree Program End Date: \_\_\_\_\_

SEVIS ID# N \_\_\_\_\_

#### **Check the box that applies to your situation:**

- I am leaving the U.S. for an academic term but less than 5 months.**

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

- Meet with the International Student Advisor, DSO to discuss your situation and submit this form.
- Your F-1 status and SEVIS record will be terminated. Your I-20 will be invalid.
- You may remain in the US for 15 days from the date of withdrawal.
- One month before you return to the US contact the International Student Services Office to initiate reactivation of your I-20 and SEVIS record.
- You will not be able to re-enter the U.S. if you do not reactivate your I-20 and SEVIS Record.
- Check your travel endorsement signature on page 2 of your I20, as well as your Visa validity before traveling on your recently reactivated I20.

- I am leaving the U.S. temporarily and will be away for 5 months or more.**

- Are you leaving to complete military duty in your home country?

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

- Meet with the International Student Advisor to discuss your situation and submit this form.
- Your F-1 status will be terminated, and your I-20 will be invalid.
- You may remain in the US for 15 days from the date of withdrawal.
- You must request a new I-20 with a new SEVIS ID# before returning.
- You will need to pay the I-901 Fee for the new SEVIS record.
- You should check the validity of your F-1 VISA and apply for a new F-1 Visa if needed.
- If your leave of absence is for more than 5 months, you will not be eligible for CPT or OPT based on your previous time as an F1 student. You will need to complete another academic year before you would be eligible for CPT or OPT.

**I am permanently withdrawing from CCS.** Withdrawal date: \_\_\_\_\_

- Your I-20, SEVIS record, and F-1 status will be terminated.
- You may remain in the US for 15 days from the date of withdrawal.
- Meet with your DSO in order to discuss your situation and submit this form.
- If you are transferring to another institution in the USA, please use the "Transfer-out form".

**Read the statement below, sign and date. An electronic signature is acceptable.**

*I certify that I have read the form's instructions and information in full, and to the best of my knowledge, the information I have provided is accurate. I understand that once my SEVIS record is terminated, I have 15 days to leave the USA.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Completed Form to:**

**International Student Services  
201 East Kirby St.  
Detroit MI 48202**

**For Office Use only:**

**SCANNED \_\_\_\_\_ SEVIS UPDATED \_\_\_\_\_**

**Related Federal Regulations: 8 CFR 214.2 (f)**

*Temporary absence.* An F-1 student returning to the United States from a temporary absence of five months or less may be readmitted for attendance at a Service-approved educational institution, if the student presents:(i) A current SEVIS Form I-20 (or, for readmission prior to August 1, 2003, a current Form I-20 ID which was issued prior to January 30, 2003), properly endorsed by the DSO for reentry if there has been no substantive change to the most recent Form I-20 information; or(ii) A new SEVIS Form I-20 (or, for readmission prior to August 1, 2003, a new Form I-20 ID which was issued prior to January 30, 2003), if there has been a substantive change in the information on the student's most recent Form I-20 information, such as in the case of a student who has changed the major area of study, who intends to transfer to another Service approved institution or who has advanced to a higher level of study. (iv) *Preparation for departure.* An F-1 student authorized by the DSO to withdraw from classes will be allowed a 15-day period for departure from the United States. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.