

INTO OSU Departure Form

Due to Student and Exchange Visitor Information System (SEVIS) reporting requirements, we ask that you inform INTO OSU if you plan to leave or transfer to another school.

Please complete this form (front and back) and collect all required signatures.

Personal Information

Last Name (family) _____ First Name (given) _____

OSU ID # _____

Program of study: General English Academic English Pathway Program

E-mail address: _____ U.S. Phone # _____

Forwarding/Home Country address: _____

Future Plans - Please select one of the following:

Stop studying at INTO OSU

Will you withdraw from your classes? Yes, Date of Last Attended Class ____/____/____ (month/day/year)

No

If you are an AE and GE student **withdrawing from your classes during an academic term** and have ISAS approval, your SEVIS record will be terminated and you will be expected to depart the U.S. within 15 days of withdrawing from your classes. If you are a Pathway student who is **withdrawing at any time during your academic program** and have ISAS approval, your SEVIS record will be terminated and you will be expected to depart the U.S. within 15 days of withdrawing from your classes.

Reason for returning home: _____

Will you leave the United States? Yes, Departure Date: ____/____/____ (month/day/year)

No

Do you plan to come back to INTO OSU? Yes, Date of planned return: ____/____/____ (month/day/year)

No

Transfer to another school

Do not withdraw from your classes during an academic term to transfer, unless you are first approved by an International Student Advisor. Withdrawing from classes before being approved for a transfer will result in a violation of your F-1 status.

Have you completed and attached the Transfer-Out Form? Yes No

(Transfer Out to New School form can be found here: <http://oregonstate.edu/international/atosu/students/forms>)

Have you submitted your admission letter from the school you plan to transfer to? Yes No

When will you start classes at the new school? ____/____/____ (month/day/year)

I understand that this form must be complete before I am eligible to check-out/withdraw from INTO OSU, and that I must not withdraw from my courses until I have approval from an International Student Advisor. I understand that if my SEVIS record is being terminated it could impact future visa and travel to the U.S. and I have spoken with an International Student Advisor about my questions.

Student Signature: _____ Date: _____

If you are departing at the end of the term, you must wait until the last week of classes before getting the signatures below. The signatures must be received in order.

	<u>Signature</u>	<u>Date</u>
1. International Student Advisor (Advising)	_____	_____
<input type="checkbox"/> Student Record Reviewed <input type="checkbox"/> Reviewed Departure Form and *Transfer-Out Form with student		
2. Housing	_____	_____
3. Learning Center	_____	_____
4. Finance	_____	_____
5. International Student Advisor	_____	_____
<input type="checkbox"/> *Received completed Transfer-Out Form <input type="checkbox"/> *Received Admission Letter for transfer		
6. Academic Support <input type="checkbox"/> Banner/Holds _____ <input type="checkbox"/> Salesforce _____		

*Only applicable if student is completing a transfer

Please return this form to the ILLC Welcome Desk

International Student Advisor's staff use only

ISA initials _____ Date _____ Action taken with SEVIS record: _____

- Profile Status in FSA appropriately reflects student's status
- Notes put in FSA
- Custom tab updated with transfer out school and release date (if applicable)