

# Early Departure Notice for International Students at K-State

**IMPORTANT:** Federal Regulations require the university to report withdrawals. If you plan to withdraw from your courses or leave K-State prior to the end of your program, you must meet with your International Student advisor at International Student & Scholar Services (ISSS) to talk about your plans and your immigration record. Once the form has been submitted and approved by your advisor at ISSS, you will be notified and then you may proceed with dropping your classes. An F-1 or J-1 student who has obtained written authorization from an advisor in ISSS *prior to (before)* withdrawing from classes will be allowed a 15-day grace period for departure from the U.S. A student who terminates his or her course of study without prior approval or otherwise fails to maintain status is not eligible for any grace period and must depart immediately.

**IMPORTANT IF EMPLOYED:** Once you submit this form, you are no longer authorized to work or engage in any benefits approved for you based on your current F-1 or J-1 status.

**Name:** \_\_\_\_\_  
Family/Surname Given Name

**WID:** \_\_\_\_\_ **K-State Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Last date of attendance at K-State:** \_\_\_\_\_

**Expected Date of Departure from the U.S.:** \_\_\_\_\_

**Reason for Departure:** \_\_\_\_\_  
\_\_\_\_\_

**Do you plan to come back to K-State?**  Yes  No

**If yes, when are you planning to return?** \_\_\_\_\_

If returning to the U.S. more than 5 months from your departure to resume studying at K-State, you will need to apply for readmission and obtain a new SEVIS I-20 or DS-2019. Please contact International Admissions at [intladmit@k-state.edu](mailto:intladmit@k-state.edu).

**Forwarding Address** (Permanent address if documentation need to be mailed to you): \_\_\_\_\_  
\_\_\_\_\_

**Non-K-State Email address:** \_\_\_\_\_

**IMPORTANT:** Please read the following:

- You are responsible for making sure all your classes are dropped. Contact your academic department for instructions. If you do not drop these courses, you will be billed and are expected to submit payment.
- All outstanding bills must be paid. Contact the Cashier's office with questions. The website is <http://www.k-state.edu/finsvcs/cashiers/>
- If you have any questions regarding student health insurance fees, please direct them to [iss@ksu.edu](mailto:iss@ksu.edu).
- Notify Housing & Dining or your landlord if you live off-campus of your plans to leave K-State and the U.S.
- English Language Program (ELP) students must meet with an ELP Counselor for an Exit Interview.
- If you change your mind about withdrawing and leaving the U.S., you must contact ISSS Immediately.

**I have read, reviewed and understand the preceding information.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ISSS Use: Date met with ISSS advisor: _____	Approval Stamp:
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