

NOTICE OF DEPARTURE FORM

Due to Student and Exchange Visitor Information System (SEVIS) reporting requirements, we ask that you inform International Student and Faculty Services (ISFS) of the dates and terms in which you plan to do any of the following:

- Take a leave of absence from the University for one or more terms (does not include summer vacation term)
- Discontinue your program of study
- Take an approved vacation, other than during summer term
- Depart from the U.S. (or change to another visa type) after completing your degree or training period

Note for leave of absences: Graduate students must file an "Intent to Resume Graduate Status" form with the Graduate School. Graduate and undergraduate students are advised to contact their department, discuss their plans, and determine how their leave of absence will impact their program of study.

To be completed by the student

Last name (family) _____ First name (given) _____

OSU Student ID _____ - _____ - _____ Visa type F-1 J-1 Other _____

Degree level Bachelor's Master's Doctorate Other _____ Major _____

Forwarding email address _____ Forwarding mailing address _____

Please indicate the type of departure: *(please select one)*

Leave of absence - **requires international student advisor approval**

When End of current term Prior to end of current term

Term Fall Winter Spring Summer 20 _____

Date of departure: ___/___/___ Date of return: ___/___/___

Discontinuing studies at OSU - **requires international student advisor approval**

When End of current term Prior to end of current term Date of departure: ___/___/___

Approved vacation term – **requires international student advisor approval**

Term Fall Winter Spring Summer 20 _____

Completed degree or exchange program and/or training period

- I plan to depart from the U.S. within my grace period (60 days for F-1, 30 days for J-1)
- I plan to remain in the U.S. on another visa type New visa type _____
- I plan to leave the U.S. and discontinue my OPT. Date of departure: ___/___/___

Please note: If you will be outside the U.S. for 5 months or more, you will need a new I-20 or DS-2019 for re-entry. We recommend you contact ISFS at least two months before your scheduled return to arrange for a new I-20 or DS-2019.

International Student and Faculty Services use only

Departure: Approved _____ Denied _____ ISFS initials _____ Date _____