To start the withdrawal process, you need to go to Student Life. The process may take a few days, so don’t wait until the last minute. When possible, students should withdraw before the start of the semester to minimize tuition and fee liability. Once the semester starts, the effective date of withdrawal determines whether the student will receive any refund of tuition, fees, or meal plan.

If you are transferring to another school, you need to follow the steps for transferring your SEVIS record.

If you are withdrawing completely from SAU and returning to your home country, your SEVIS record will be terminated for “Authorized Early Withdrawal” on the effective date of withdrawal and you will be granted 15 days to depart the United States.

To be completed by Student Life:
For immigration purposes, F1 students have to submit documentation that they officially withdrew from the University. Please complete this section once the student has completed all the necessary steps to officially withdraw from SAU.

The date that the student completed their withdrawal process: ________________
The student named above has completed the withdrawal process.

To be completed by the Student:
I am informing International Student Services that I am (please check one):

☐ Withdrawing from this (current) semester:  Fall 20______ OR  Spring 20______

Today’s Date: ________________ This is the official, effective date of withdrawal.

☐ Withdrawing from next semester:  Fall 20______ OR  Spring 20______

(You will complete the current semester.)

Reason (please check one):
☐ Personal  ☐ Financial  ☐ Family  ☐ Transferring to: _______________________

Do you intend to return to SAU? (Circle)  Yes  or  No

If yes, when?  Fall 20______ OR  Spring 20______

(If you decide to return, make sure to follow the instructions for taking a Leave of Absence)

Student’s Signature: ____________________________________________