

I 20 Termination Form

Please consult with CIE to complete the I-20 termination request that is appropriate for your situation.

Today's Date: _____ Student ID#: _____
First Name: _____ Last Name: _____
SEVIS ID#: _____ I-20 End Date: _____
Preferred Email Address*: _____

**It is important that you can access this email while in your home country.*

Leave of Absence Request: *Taking a quarter off when you are not eligible for Vacation Quarter.*

I am requesting a **one-quarter** immigration leave of absence from UW Bothell for:

Autumn Winter Spring Summer Year: 20_____

Thus, I need to depart the U.S. on or before: _____/_____/_____ (date is the 7th calendar day of the quarter)

I plan to resume my studies at UW Bothell in (must be the subsequent quarter):

Autumn Winter Spring Summer Year: 20_____

Thus, I must plan to re-enter the U.S. on or after: _____/_____/_____ (date is the 14th calendar day before the quarter)

- It is **my responsibility to drop my classes** (if I am already registered) for the quarter I am taking off.
- It is **my responsibility to understand if and how much UWB will require me to pay part of my tuition**, based on when I drop my classes. www.uwb.edu/tuition/withdrawals-and-forfeitures
- My **I-20 record will be in terminated** status for "Authorized Early Withdrawal" for the quarter that I am taking off.
- I must **get a new travel signature** on my current I-20 before I leave the U.S..
- I must **depart the U.S. by the 7th calendar day of the quarter**. Leaving the U.S. after the first week of the quarter can be risky and the re-activation request may be denied by immigration.
- I must **be outside the U.S. during the duration of the quarter**.
- To ask immigration to re-activate my I-20 record, I must contact CIE **no later than 30 days** prior to my return to the U.S. (or the date of my visa interview) with a copy of my flight itinerary. CIE will then submit a request to immigration to re-activate my I-20 record.
- **CIE will email me** once they receive a decision from immigration about my I-20 reactivation request.
- I **cannot apply for a F1 visa until my I-20 record is re-activated**.
- I **cannot re-enter the U.S. until my I-20 is re-activated AND I cannot re-enter the U.S. no more than 2 weeks before the start of the next quarter**.
- If I stay outside the U.S. for longer than 5 months, I may need to re-apply to UW Bothell, and that I will need a new SEVIS record and I-20 from UW Bothell in order to return to the U.S. This will require payment of the i-901 SEVIS fee. I understand that I may also need a new visa.
- This **Leave of Absence applies to immigration policy only** and that I must contact my Academic Advisor for any questions about my academic status related to my absence from UW Bothell.

By signing below, I am certifying that I have made the choice to take a leave of absence and have my I-20 record terminated. I have read and understood the above information.

Student's Signature

Date

For CIE Office Use Only:

- SDB100 checked to confirm student is not enrolled for LOA Quarter (otherwise student will be charged the tuition & fees)
 SDB603 to place a registration hold of "1". The hold will be taken off once the I-20 is re-activated.

Authorized Early Withdrawal

I, _____
(Last Name) (First Name) (Student ID#)

hereby take full responsibility in informing University of Washington Bothell's Center for International Education that effective _____(mm/dd/yyyy) the University of Washington Bothell should terminate my I-20 record as I have decided to no longer hold F-1 status for **one** of the following reasons:

- I have decided to withdraw from my studies at the University of Washington Bothell and depart the U.S. Attach is a copy of my flight itinerary. It is my responsibility to understand if and how much of tuition/fees I must pay, based on when I drop my classes. www.uwb.edu/tuition/withdrawals-and-forfeitures .
- I have decided to take a leave of absence from the University of Washington Bothell, which will be more than 5 months in duration, and depart the United States. Attached is a copy of my flight itinerary. It is my responsibility to understand if and how much of tuition/fees I must pay, based on when I drop my classes. www.uwb.edu/tuition/withdrawals-and-forfeitures .

"If you depart the United States after accruing certain periods of unlawful presence in the United States (time spent in the United States illegally) you may be barred from admission for either three years or ten years, depending on the amount of unlawful presence an individual has accrued." – www.uscis.gov

By signing below, I am certifying that I have made the choice to not study at UW Bothell for at least the next two quarters. I understand that this may require me to re-apply to UW Bothell and that I must work with CIE to receive a new I-20 immigration record. I understand that I must not accrue days of unlawful presence (time spent in the U.S. illegally) and will depart the U.S. in a timely manner (within two weeks of my I-20 being terminated).

Signature of Student

Date

For CIE Office Use Only

- Student submits official withdrawal to Reg Office and understands tuition payment requirements (if applicable).
- Put Registration Hold "1" in SDB603 Screen
- Ensure student is not pre-enrolled for future quarters.

Declaration of Legal Permanent Residence or other Immigration Status

CIE strongly urges students in this situation to first speak with their Immigration Attorney to discuss the possible ramifications of closing their SEVIS record before their adjustment of status has been adjudicated.

I, _____
(Last Name) (First Name) (Student ID#)

hereby take full responsibility in informing University of Washington Bothell's Center for International Education that effective _____(mm/dd/yyyy) the University of Washington Bothell should terminate my SEVIS record as I have decided to no longer hold F-1 status for **one** of the following reasons:

- I am currently a permanent resident. My A# is: _____
Attach a photocopy of your green card or the I-551 stamp in your passport.
- I have applied for permanent residence **AND** I am attaching documentation from an attorney, the Department of Homeland Security, the United States Citizenship and Immigration Service or another authority stating that my application has reached a stage where I can choose to no longer maintain my F-1 status.
- I have applied for permanent residence. I do not have supporting document to submit with this form.
- I have applied for another type of immigration status. I do not have supporting documents to submit with this form.
- I have applied for another type of immigration status **AND** I am attaching documentation from an attorney, the Department of Homeland Security, the United States Citizenship and Immigration Service or another authority stating that my application has reached a stage where I can choose to no longer maintain my F-1 status.

By signing below, I am certifying that I have made the choice to no longer maintain F-1 immigration status.

Signature of Student

Date

For CIE Office Use Only

- Delete "F1" in SDB603 screen
- Give Registrars Office a copy of LPR card for Residency updates