



Penn
UNIVERSITY of PENNSYLVANIA

International Student and Scholar Services

Notification of Departure or Withdrawal from Penn

F-1
J-1

Students who are departing the US or withdrawing from the University must bring this completed Notification Form to International Student and Scholar Services (ISSS) to meet with an advisor.

Do not use this form if you will be outside the US for regular school breaks.

Name: _____ / _____ / _____
(Family/Last) (Given/First) (Middle)

Date of Birth: Month: _____ Day: _____ Year: _____ Immigration Status: [] F-1 Student [] J-1 Student

Email: _____

SEVIS ID Number (found in the upper right corner of your I-20/DS-2019 document): N _____

Academic Program Information

School: _____ Department: _____

Degree Being Sought: _____

Anticipated Program End Date: Month: _____ Day: _____ Year: _____

Please read the information below and check the statement that applies to you:

[] I am departing the US and will be absent for more than five months prior to returning to Penn to resume studies.

Departure Date: Month: _____ Day: _____ Year: _____

Projected Reentry Date: Month: _____ Day: _____ Year: _____

The University is required to terminate the SEVIS record of a student who is absent from the US for more than five months. You must request a new I-20 or DS-2019 form from ISSS approximately two months in advance of the date on which you plan to return. Make sure that your department or school has updated the Student Record System (SRS) to reflect your anticipated return date and new program completion date. Please remember that you must again pay the SEVIS fee; may not enter the US more than 30 days in advance of the program start date; and must report to ISSS with your immigration documents upon your return.

[] I am departing the US and will return within five months to continue my studies at Penn.

Departure Date: Month: _____ Day: _____ Year: _____

Projected Reentry Date: Month: _____ Day: _____ Year: _____

You must provide evidence of your departure and return dates (copies of passport stamps, I-94 card, airline ticket) so that ISSS may maintain your SEVIS record. Please ensure that your department or school has updated the Student Record System (SRS) to reflect the new program completion date.

[] I have decided to withdraw from my program at Penn and leave the US on Month: _____ Day: _____ Year: _____

If you are transferring to another US school, please submit a transfer-out request instead.

[] I am taking _____ semester(s) off from my studies due to the following reason:

Student Signature: _____ Date: _____