

Notice of Departure Form

Use this form to notify the OIED of the reason you are leaving Western Oregon University. Select the reason for departure from the list below and submit any additional documents if needed. Please fill out this form completely. **If you will graduate or transfer out to another school, please complete the other appropriate form instead.**

Full Name:	WOU ID Number:
Date of Departure: (And flight information, if known)	Major:
<p>Reason for Departure (please check only one):</p> <p><input type="checkbox"/> J-1 Program Completion: I am finishing my exchange visitor program as a J visa holder.</p> <p style="padding-left: 20px;"><input type="checkbox"/> I want to apply for Academic Training (Complete additional form and meet with Ermie.)</p> <p><input type="checkbox"/> Authorized Early Withdrawal: I am withdrawing from Western Oregon University on _____ (date).</p> <ul style="list-style-type: none"> <input type="radio"/> I understand that I must depart the United States within 7 days and am not eligible to return unless I make other arrangements for my visa or immigration status. <input type="radio"/> I must meet with an International Student Advisor in person before departing. <p><input type="checkbox"/> Leave of Absence: I am taking a Leave of Absence during _____ (term), but I intend to return to study at WOU in the future. I plan to return on _____ (date or term of return).</p> <ul style="list-style-type: none"> <input type="radio"/> I have reviewed the Leave of Absence information and understand that I must depart the United States within 7 days and am not eligible to reenter the United States unless I make arrangements with an International Student Advisor at WOU. <p><input type="checkbox"/> Change of Status: My new immigration status is: _____ (Submit proof of new immigration status).</p> <p><input type="checkbox"/> Other: Please explain. (For example: End OPT early.)</p>	
<p>Forwarding Mailing Address in the U.S. (if any): Street, Apt, City, State, Zip Code</p> <p>Current Phone Number:</p> <p>Personal Email:</p>	<p>Mailing Address in Country of Citizenship: Street, City, Province, Zip Code, Country</p> <p>International/Home Phone Number:</p> <p>Personal Email:</p>
<p><u>I understand the regulations and rules surrounding my departure from Western Oregon University and understand the time limitations I have on departing the U.S./transferring/withdrawing. I have consulted with an International Student Advisor with any questions. I am aware that my SEVIS record will be completed or terminated once I submit this form.</u> Please read the information on the back side of this form.</p> <p>Signature: _____ Date: _____</p>	

Other Departure Information

Time allowed to depart the United States: Once a student or scholar departs the US following the Program End Date on the I-20/DS-2019 they may not reenter the US on the same F or J visa.

- **J-1 students and scholars** have **30 days** after the program end date to depart the US or change their status.
- Students who will take an **Authorized Early Withdrawal** or **Leave of Absence** *may not remain in the US* and have **7 days** to depart the US and must make arrangements with an international student advisor if they plan to return in the future.
- Students who have not maintained status and had their **SEVIS record Terminated** must either apply for immigration reinstatement or depart the US within **72 hours** of termination.

Please make an appointment with an International Student Advisor once you have completed this form.

All Students Leaving WOU Must Do the Following:

- Submit the Notice of Departure form to OIED.
- Complete and submit the Request for Withdrawal From WOU form to the Registrar's Office.
- Withdraw from any classes you have already registered for. Approval will need to be given from the OIED office before notifying the Registrar's office with the Withdrawal Form.
- Verify in Wolf Web or at the Cashier's office that your account has a \$0 balance before leaving. Pay any money owed and make sure to collect a refund for any insurance payment made. Depending on when you withdraw you may or may not receive an insurance refund; if you receive an insurance refund you will need to talk to the business office about the address the refund check will be mailed to.
- If working on campus, notify your employer and give the Payroll office at least 5 business days notice to print your final check. Do not work during these 5 days.
- If living in the residence halls, students must inform the University Housing office of their departure and properly check out of the room to avoid any fees due to improper check-out.
- If receiving the ICSP scholarship, contact Ambre Plahn at plahna@wou.edu