



# UCI DIVISION OF CONTINUING EDUCATION INTERNATIONAL STUDENT SERVICES PROGRAM WITHDRAWAL

**FORM INSTRUCTIONS:** Students must complete and submit this form to officially withdraw from UCI Division of Continuing Education before their program end date. Students must first meet with an academic/program advisor to complete this form. The advisor will then submit the form to the Student Services office for processing. Excessive absences or unsatisfactory academic progress after the most recent posting of attendance records and/or grades may instead result in dismissal from the program.

## STUDENT INFORMATION

Last (Family) Name:  First (Given) Name:

ID Number:  Program:

SEVIS ID:  I-20 End Date:

Last Day of Attendance\*:  U.S. Departure Date:

## REASON FOR WITHDRAWAL (e.g. transfer to another school, return home, etc.)

## IF YOU ARE NOT DEPARTING THE U.S. PLEASE EXPLAIN WHY

Change of nonimmigrant status to (e.g. H-1B, B-2, etc.) \_\_\_\_\_

Other reason

## CONTACT INFORMATION

Forwarding Address

Email Address

## STUDENT SIGNATURE

I am officially requesting to withdraw from my program for the reason listed above. I understand that my 15-day grace period to prepare for departure from the U.S. will begin on the day my Last Day of Attendance\* as marked on this form.

\_\_\_\_\_  
Student's Signature Date

**For Office Use Only**  
**APPROVAL**  
 Academic/Program Advisor Name: \_\_\_\_\_  
 Academic/Program Advisor Signature: \_\_\_\_\_  
 Approved Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_

**REGISTRATION**  
 Balance Due: \_\_\_\_\_  
 Dropped Date: \_\_\_\_\_  
 PC Notes   
 SS Initials/Date: \_\_\_\_\_

## IMMIGRATION

Transferred  Returning Home  ISSM Updated  PC Notes **ISA Initials/Date:** \_\_\_\_\_



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### **PLEASE BE ADVISED**

**If you are planning to withdraw from your program, please read the following.**

#### **1. Meet with your Advisor**

It is important that you meet with your academic/program advisor before completing this withdrawal form. They will speak with you about your options and explain the consequences of withdrawing from the program.

#### **2. Immigration Status**

If you withdraw before the program ends, you are eligible for a 15-day grace period that begins the day after your last day of attendance at UCI Division of Continuing Education.

- If you plan to withdraw from your program and transfer to another school in the U.S., you must be accepted prior to withdrawing before your program ends and your next school's program must begin within two (2) weeks of submitting your withdrawal form. Please contact an international student advisor at [immigrationofficials@ce.uci.edu](mailto:immigrationofficials@ce.uci.edu) for more information about the withdrawal and transfer process.

#### **3. Embassy Sponsored Students**

If you are sponsored by an embassy or other government agency, you may be responsible to pay your tuition and fees. Please contact your embassy advisor for more information.

#### **4. Grades**

**You may receive a W on your transcript for** any courses still in progress.

#### **5. Student Housing**

If you are housed in any other arranged campus housing, you may not be allowed to continue your stay. Please contact your leasing office or housing office to discuss check-out procedures.

#### **6. Future Programs**

If you would like to return to UCI Division of Continuing Education after withdrawing, you may do so by completing a new application. You will need to submit all required materials with your application including test scores, financial statements, etc. so that a new initial I-20 can be issued to you.

**Student Initials** \_\_\_\_\_