Leave of Absence/Withdrawal

A leave of absence is a temporary absence from the college for one semester or more with the intention of returning to complete the degree. If you drop all courses and intend to return in a following semester, this is considered a leave of absence by immigration.

A withdrawal from the college is to permanently stop pursuing a degree at Waukesha County Technical College.

Immigration regulations require that the Global Education Center (GEC) updates the SEVIS record of F-1 students when they withdraw or do a leave of absence. Failure to inform GEC of your intention to withdraw or pursue a leave of absence will result in your SEVIS record being terminated for “unauthorized early withdrawal.” This is a negative termination that will result in a flagged record at the port of entry which will impact all reentries to the U.S. in the future.

Once you complete the form on the second page and speak with GEC, you may drop your courses. Do not drop your courses until you speak with the Global Education Coordinator at GEC. Once you drop your courses, F-1 students have 15 days to depart the U.S. Students must leave the U.S. during a leave of absence or withdrawal. (Medical leaves are processed differently, and you should complete the Reduced Course Load form, not this form, for a Medical Leave of Absence).

An approved leave of absence or withdrawal results in termination of your SEVIS record for "authorized early withdrawal." Although your record will be terminated, an authorized early withdrawal does not result in a flagged record.

- If you will return for classes within 5 months of the withdrawal/leave of absence date, it is possible to have your SEVIS record reactivated. GEC can explain and help you with this process.

- If your date of return is beyond 5 months, you will need to request a new I-20, provide new financial documents, repay the SEVIS fee, obtain a new visa, and reenter the country. This also means that the time clock for off-campus work permission starts over. F-1 students have to be in the U.S. on the new I-20 for two semesters before they will be eligible for CPT or OPT. Time spent on the previous I-20 does not count.

If you have any questions, please contact:

Melody Reichoff, Global Education Coordinator
262-691-5550, mreichoff@wctc.edu
Leave of Absence/Withdrawal Form

Name: ____________________________________ WCTC ID: ___________________

WCTC Email: _____________________________ Tel. #: ________________________

The reason for the leave of absence/withdrawal is (Check one):

_____ Personal
_____ Family emergency
_____ Financial
_____ Home country military service
_____ Other: ______________________________________________

Date you wish to stop your studies:  ________/________/_________
(month)        (day)  (year)

Date you will leave the U.S.:   ________/________/_________
(month)        (day)  (year)

Are you planning to return to WCTC? ____ yes ____ no  ____unsure

If yes, list semester and year:   _________________  _____________
(fall/spring/summer)   (year)

Please sign below to certify that you have read all the information in this packet and understand the F-1 regulations regarding leave of absence/withdrawal.

Signature:_________________________________  Date: _________________________