THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services Office

Authorized Early Withdrawal (AEW)

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For Assistance

If after reading this guide you wish to speak with an advisor, call 972-883-4189 or see a walk in advisor. Please see ISSO Contact Information regarding advising hours.
WHAT IS AUTHORIZED EARLY WITHDRAWAL (AEW)

Authorized early withdrawal is a temporary absence outside of the United States for five months or less. This is an option for students who need to unexpectedly leave the United States before their program completion date. Reasons needing to leave the United States can include family emergencies, financial issues, and personal reasons.

Upon applying for AEW, your SEVIS record is terminated and as long as you re-enter the United States within 5 months, the ISSO can reactivate your SEVIS record.

RULES AND REGULATIONS CONCERNING AEW

After submitting the request form, we will terminate your SEVIS record within 5 business days. You must leave the United States within 15 days of the termination event, or you will be in the United States without a status.

Upon termination, all F-1 benefits, such as employment (CPT, on campus job) will cease immediately.

If you have dependents (F-2) sponsored under your F-1 visa, their record will also be terminated and they will not be allowed to stay in the United States.

You may not be legally registered in classes in the United States or live in the United States during your absence.

You may not use your student visa to enter the United States until your SEVIS record has been re-activated by the ISSO. You will need to contact the ISSO one month before you plan to return to the United States and/or before you book your visa appointment. The ISSO will request to have your SEVIS record returned to active status. Once the record has been returned to active status, you will be allowed to apply for your visa and/or return to the United States.

You must return to the United States within 5 months in order to keep your immigration status and begin classes by the next available session.

If you do not return to the United States within 5 months, you will be required to get a new I20 and a new F-1 visa. You would also need to re-establish the yearlong (2 long semesters) requirement again for benefits such as CPT and OPT.

HOW TO APPLY FOR AEW

You will first need to speak to an international advisor before you apply for AEW. After you speak to an advisor, you will be required to submit your most current I20 for a travel endorsement and the AEW request form. You can download it here: [http://www.utdallas.edu/issso/docs/AEW%20Request.pdf](http://www.utdallas.edu/issso/docs/AEW%20Request.pdf)

Please note that once the form has been submitted, your SEVIS record will be terminated within 5 business days. You will need to leave the United States within 15 days of the termination event.

One month before you re-enter the United States and/or book your visa appointment, please contact the ISSO and submit the AEW SEVIS reactivation request form along with your flight itinerary, transcripts and proof of
enrollment for the next available semester. You can download the form here: 
http://www.utdallas.edu/isson/docs/AEW%20SEVIS%20Reactivation%20Request.pdf

After the ISSO has received your AEW SEVIS reactivation request form, your flight itinerary and proof of 
enrollment, we will put in a correction request with SEVIS to have your SEVIS record returned to active status. 
Correction requests can take up to 30 days to approve, so it is important you contact our office one month prior 
to coming back into the United States.

Please note that UT Dallas closes for holidays and breaks throughout the year. It is important that you are 
aware of these dates so you can request the ISSO to reactive your SEVIS record before or after the university 
is closed. Delaying your request to reactivate your SEVIS record could directly affect your re-entry into the 
United States. This may also affect you being able to enroll in classes for the next semester.

You can find the university academic calendar here: http://www.utdallas.edu/academiccalendar/. Please plan 
accordingly.

ADDITIONAL INFORMATION REGARDING AEW
Requesting AEW may have effects on your academic record. We strongly advise you speak with the following 
offices prior to apply for AEW:

- Academic Department – Information regarding your academic record and any type of 
scholarship/assistantship you may have.
- Bursars Office – Deadlines for refunds and payment.
- Registrar’s Office – Deadlines for dropping classes.
- Student Health Center – Student health insurance coverage and fees.

Additionally you may want to make arrangements regarding your housing and any other obligations you 
may have while living in the United States.

FREQUENTLY ASKED QUESTIONS
What happens if I am outside the US longer than 5 months?

If you are outside the United States longer than 5 months you will need a new initial I20 and F-1 visa 
to re-enter the country. You will also need to pay the SEVIS fee again. Please view our website on 
the specifics documents you will need for your initial I20. You can find the information here: 
http://www.utdallas.edu/isson/i20-docs/

What do I need to come back into the United States within 5 months?

To re-enter the United States, you will first need to request the ISSO to re-active your SEVIS record. 
Once your record has been re-activated, you will need the following documents. A valid, unexpired 
passport with an expiration date at least 6 months in the future, a valid F-1 visa, your most recent I20 
with a valid travel endorsement on page 3, transcripts, an enrollment summary that shows you are 
enrolled in classes for the next available semester, and proof of financials.

How will I know if my SEVIS record has been reactivated?

Once your SEVIS record has been returned to active status, an immigration advisor from our office 
will send you an email. After your SEVIS record has been returned to active status, you will be able to 
enter the country and/or your book you visa appointment. Please keep in mind that the university 
closes throughout the year for holidays and breaks. If your SEVIS record is re-activated during a time
when the university is closed, it could impact your travel plans and/or visa appointments. Please keep these dates in mind when you are considering AEW.

How many times can I have an AEW?

While there are no limitations to how many times a student can receive AEW, please keep in mind that frequent AEW requests may cause additional questions from the visa officers and/or Port of Entry.

Do I need to give the ISSO a specific reason as to why I need the AEW?

No, the ISSO does not need a specific reason as to why you need the AEW. As an F-1 student, you are permitted to take a leave of absence for up to 5 months if needed. We will need a general reason as to why you are leaving for SEVIS purposes, but the specific reason is not needed.

Is AEW considered a negative termination?

No, AEW temporarily allows us to terminate your record in a non-negative fashion for up to 5 months. You are able to return back to the United States and resume studies as if you never left.

How do I know the first day of the 5 month period?

The day the ISSO terminates your record is the first day of the 5 month period. After we terminate your record, we will notify you of the specific date. It is your responsibility to request to return to the United States within the 5 month period.

**ISSO CONTACT INFO**

Immigration advisors are available to speak with you about AEW during walk in and phone advising hours:

- Monday – Thursday: 10AM – 5PM
- Friday: 1PM – 4PM.

You can also email immigration advisors questions and your documents at ISSOCURRENT@utdallas.edu.