

This guide is provided by the UT Dallas International Student Services Office to current UT Dallas students considering requesting Authorized Early Withdrawal. The information is not intended as legal advice. For legal issues, please consult an immigration attorney.

WHAT IS AEW FOR F-1 STUDENTS

Authorized Early Withdrawal is a temporary absence outside of the United States during a long semester (Spring & Fall). This is an option for students who need to unexpectedly **drop classes** and leave the United States before their program completion date. Reasons to leave the United States can include family emergencies, financial issues, and personal reasons. Upon applying for AEW, **your SEVIS record will be terminated**.

The ISSO can **reactivate** your SEVIS record when you:

- **Enroll** for classes in the next available semester.
- **Re-enter** the United States **within 5 months**.

HOW TO APPLY FOR AEW

RULES:

- AEW is only for valid F-1 students.
- Apply for AEW:
 - It is recommended to apply for AEW before census day.
 - After Census Day: apply **before** you withdraw from all your classes.
- After submission of the request form, the ISSO will **terminate** your SEVIS record **within 5 business days** and notify you of the specific date of SEVIS termination.
- You should not be registered in classes nor live in the U.S. after **15 days of the termination event**. If you do not leave the U.S. within the stated times, you will be out of status and in the country without authorization.
 - Upon termination, all F-1 benefits, such as employment (CPT, on campus job) will cease immediately.
 - SEVIS records of F-2 dependents sponsored under your F-1 status will also be terminated.

STEPS & CHECKLIST:

- Submit AEW Request form: <http://www.utdallas.edu/isso/files/AEW-Request.pdf>
- Submit your most current I-20 for a travel endorsement.
- Withdraw from all of your classes for the current term.
- Leave the United States (with your dependents, if any) within 15 days of the termination.
- Keep track of the SEVIS Termination Date if planning to return within 5 month period.

RETURNING WITHIN 5 MONTHS

RULES:

- Please contact the ISSO **60 days before the next available semester start date**, and submit the reactivation request form and the required documents mentioned below in the checklist.

- A correction request will be made with SEVIS to have your record returned to active status. **Correction requests can take up to 30 days to approve**, so it is important you contact our office 60 days prior to the next available semester.

Please note: 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 reactivate your SEVIS record before the university is closed. **Delaying your request to reactivate your SEVIS record could directly affect your re-entry into the United States and ability to enroll in classes for the next semester.** You can find the university academic calendar here: <http://www.utdallas.edu/academiccalendar/>.

STEPS & CHECKLIST:

- Contact the ISSO **60 days** before the next available semester start date and submit the following:
 - AEW SEVIS reactivation request form: <http://www.utdallas.edu/isso/files/AEW-SEVIS-Reactivation-Request.pdf>
 - Flight itinerary.
 - Transcripts.
 - Proof of enrollment for the next available semester.
- Once your SEVIS record has been reactivated, the ISSO will send you an email.
- Confirm whether your F-1 visa is still valid.
 - If your F-1 visa is expired, apply for a new visa.
- Documents to carry upon your re-entry to the United States:
 - A valid, unexpired passport with an expiration date at least 6 months in the future.
 - A valid F-1 visa.
 - Your most recent I-20 with a valid travel endorsement on page 2.
 - Transcripts.
 - An enrollment summary that shows you are enrolled in classes for the next available semester.
 - Proof of financial support.

RETURNING AFTER 5 MONTHS

RULES:

- You will have a new SEVIS record and will be required to get a new I-20 and a new F-1 visa.
- You will need to re-establish the year-long (2 long semesters) requirement for benefits such as CPT/OPT.

STEPS & CHECKLIST:

- Apply for a new initial I-20: <http://www.utdallas.edu/isso/i20-receive/>
- Pay the SEVIS fee.
- Apply for a new F-1 visa.
- Documents to carry upon your re-entry to the United States:
 - A valid, unexpired passport with an expiration date at least 6 months in the future
 - A valid F-1 visa
 - Your new I-20
 - Proof of financial support
- Visit this link for a Pre-Arrival Checklist: https://www.utdallas.edu/icp/files/Pre-Arrival_Checklist.pdf

ADDITIONAL INFO

Early withdrawal from your program may have effects on your academic record. We strongly advise you to check in with the following offices as well:

- 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.
- Make arrangements regarding your housing and any other obligations you may have while living in the U.S.

FAQ’s

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?

For SEVIS purposes, you will be required to submit a general reason as to why you are leaving the U.S.

Is AEW considered a negative termination?

No, AEW temporarily allows the ISSO to terminate your record in a non-negative fashion. You are able to return back to the United States and continue to maintain F-1 status.

ISSO CONTACT INFO

ISSO advising is available:

- Monday and Wednesday by appointment from 1pm - 4:45pm
- Tuesday and Thursday by appointment from 9am - 11:45am and 1pm - 4:45pm
- Friday walk-in from 1pm - 4:45pm

For quick questions or requests, express advising is available:

- Monday and Wednesday from 1pm - 5pm
- Tuesday and Thursday from 9am - 12pm and 1pm - 5pm
- Friday from 1pm - 4:45pm

To schedule an appointment, call 972-883-4189 or visit the ISSO.

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