



**Request for Approval to Withdraw,  
Cease Attendance, or  
Take a Leave of Absence  
(for F-1 Immigration Purposes)**

All F-1 International Students are **REQUIRED** by immigration regulation to apply for approval from the Office of International Student Services (OISS) **PRIOR** to withdrawing from classes or ceasing to attend the University. Failure to apply for prior approval from the OISS is a violation of the F-1 immigration status. Students who receive prior approval from the OISS to cease attendance at Regent will have 15 days to complete arrangements for travel and depart the United States. Students who fail to register or withdraw from the University without prior authorization from the OISS are not afforded the 15 day grace period and must depart the U.S. immediately. After submitting this request to the OISS, you will receive an email response within 2 business days if your request is for an immediate withdrawal/leave of absence. If your request is for the following semester, you will receive an email response within 1 week after the class registration deadline for the following semester.

**Last/Family Name:** \_\_\_\_\_ **First/Given Name:** \_\_\_\_\_  
**Regent Student I.D.:** \_\_\_\_\_ **Local Phone Number:** \_\_\_\_\_  
**Regent Email Address:** \_\_\_\_\_  
**Personal Email Address:** \_\_\_\_\_

The last day I plan to attend to attend Regent is/was: \_\_\_\_\_; OR will be the end of the current semester \_\_\_\_

► **Did you notify your academic department about your plan to cease attendance?**  
\_\_\_ Yes \_\_\_ No (If "Yes", on what date was the department notified: \_\_\_\_\_)

**Current PHYSICAL Address in the U.S.:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permanent HOME COUNTRY Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

► **Reason for withdrawing or ceasing attendance at Regent University (check all that apply):**

\_\_\_ Financial Constraints \_\_\_ Family Emergency \_\_\_ Academic Suspension/Dismissal

\_\_\_ Other, please explain: \_\_\_\_\_

*\*Special Note:* Students applying for a medical leave/withdrawal must complete the MEDICAL Leave Form.\*

► **Please explain your immediate plans for after you leave Regent University:**

I will leave the U.S. on, or around, \_\_\_\_\_;  
(Date)

Or, I will \_\_\_\_\_

► **Do you plan to return to Regent University in the future?**

\_\_\_ No \_\_\_ Maybe/Uncertain at this time \_\_\_ Yes, for the \_\_\_\_\_ semester.  
(Term & Year)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Today's Date)

(Revised, LJ 1/28/09)