



Request for Approval to Withdraw / Cease Attendance

All F-1 students are required to apply for approval from the Office of International Students prior to withdrawing from classes or ceasing to attend the University of Northern Virginia. Failure to apply for prior approval from the Office of International Students may result in a delay of any refund owed. Include with this form an account balance statement from the Business Office.

Student ID # _____ N _____
SEVIS Number

Student Last (Family) Name _____ Student First (Given) Name _____ M.I. _____

Phone Number _____ E-mail Address _____

Street Address _____ City _____ State _____ Zip Code _____

Major: _____ Degree: B.S/B.A. Master Doctorate

The last day I plan to attend UNVA is: _____.

► Reason for withdrawing from UNVA (please check one):

- Completed program
- Change of status approved to _____ (Include approval letter from USCIS)
- Academic Suspension/ Dismissal
- Return to Home country of _____
- Transfer to another school in the U.S. (Include acceptance letter from new school.)
Name of school transferred to _____
- Other, please explain: _____

► Did you notify your academic department about your plan to withdraw/ cease attendance?

- Yes; Person notified _____
- No

► Did you notify the Registrar's Office about your plan to withdraw/ cease attendance?

- Yes; Person notified _____
- No

► Did you notify the Co-Op Office about your plan to withdraw/ cease attendance?

- Yes; Person notified _____
- No

Student Signature

Date