

## HOW TO SUBMIT A NOTICE OF DEPARTURE OR LEAVE OF ABSENCE

To accurately maintain F-1 or J-1 status, students and exchange visitors must inform the Office of International Student Services of early departure or extended leave of absence from the United States. A Notice of Departure or Leave of Absence must be submitted if you intend to do one of the following:

- Request a leave of absence for one or more terms not including summer term
- Depart the US after early completion of your program
- Discontinue your program or practical training prior to completion

If you are outside the U.S. for 5 months or more, you must apply for a new visa to reenter the U.S. Please contact the Office of International Student Services two months prior to your scheduled return to verify that your I-20 or DS-2019 is valid for reentry.

To submit a Notice of Departure or Leave of Absence, please complete a form online at:

**<http://www.marshall.edu/iss/noticeofdeparture/>**

You will be required to upload a copy of your flight itinerary in order to submit this form, so please make sure you have made travel arrangements prior to submitting your Notice of Departure or Leave of Absence. Processing time is 2-3 business days. You will receive email notification to your Marshall University email account once your request has been processed. If you do not receive notification in a timely manner, please contact the Office of International Student Services at [iss@marshall.edu](mailto:iss@marshall.edu).