



National Louis University
International Student & Scholar Services
18 S. Michigan Ave, Chicago IL 60603
(312) 261-3888

Authorized Early Withdrawal (AEW) Request

Student Name: _____ NLU ID: _____ Date of Birth: _____

A. Read the following information.

- Your SEVIS record will be “terminated” for an “early authorized withdrawal” within 5 business days.
- You **MUST** leave the U.S. within 15 days of the termination date.
- You **MAY NOT** be registered in classes in the U.S. nor live in the U.S. during your absence. If you do not leave the U.S. within the stated times, you will be out of status and in the country without authorization.
- You **MAY NOT** use your student visa to enter the U.S. until your SEVIS record be reactivated. You will need to contact ISSS one month before you plan to return or before your visa appointment to place a request to reactivate your SEVIS record to “active” status. This can be done by sending your flight information about your return to the U.S. AND send the date and time of VISA appointment (if applicable).
- You **MUST** return to the U.S. within 5 months to keep your immigration status & begin classes at the next available session.
- Any absence from the U.S. of more than 5 months will require you get a new I-20 and a new F-1 visa.

B. Departure Information. Complete the following section.

Select the reason of your temporary absence:

☐ Family Emergency ☐ Financial Issues ☐ Internship Abroad ☐ Personal Reason

I authorize the ISSS at NLU to terminate my SEVIS record for Authorized Early Withdrawal (AEW).

My Departure Date is/was: _____ My return date is (if known): _____

C. Travel Endorsement. If you require a travel endorsement on your I-20, please complete this section and submit your original I-20 for the travel endorsement. This request will take 1 business day.

☐ I would like to request a travel endorsement ☐ I do not require a travel endorsement

D. Submit your RCL Request to the OISSS prior to dropping below full time enrollment.

- **In person:** Submit to the ISSS during office hours.
- **By e-mail** (additional paper copies are not required): Submit to mlammy1@nl.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Student Signature _____ Date _____