

## Purpose of this Guide

This guide's purpose is to assist F-1 students no longer eligible for continued enrollment (prior to completing their program of study), in accordance with university policy for academic standing or student code of conduct.

Designated School Officials (DSO) are legally required to terminate the SEVIS record of F-1 students that do not meet the full-time enrollment requirement. Following notification from the university, the DSO will send a second communication to F-1 student (this guide), to verify they are no longer meeting F-1 status requirements and will have 15-days (includes weekends and holidays) from the date of the university notification (i.e., date of letter or e-mail) to depart the United States (US) or take other actions.

Upon SEVIS record termination, F-1 student will be considered "Out of Status" and required to depart the US immediately.

## F-1 Student Options

F-1 student has **less than 15 days** to pursue other options to be eligible to remain in the US, and must take one of the following actions (**prior to the 15-day deadline given by ISS**):

- 1. Apply and be accepted at another SEVP-certified school.** Student must provide ISS with a [SEVIS Transfer Out Request](#) and provide a copy of the acceptance letter or email (from the new school).
- 2. If outside of the US at time of dismissal.** Student may request to transfer to another school, if they complete the steps in Option 1, **no later than 10 days after** date of the University dismissal notification. This allows time for their SEVIS record to be transferred. The DSO at new school will issue a new I-20 so student may re-enter the US, student must report to new school, if approved.
- 3. Change of status.** If a student has applied for a change of status with USCIS they must provide proof of this change to ISS, **prior to the 15-day deadline**. Evidence of change must be official USCIS receipt of approval of change, green card, new visa type identification, or other acceptable government documentation of approval. Upon receipt of evidence, student's SEVIS record will still be terminated, but student is eligible to remain in the US under their new visa type or other classification, and no longer required to report to ISS (or a DSO).

**If no action is taken by student and no other evidence is provided to DSO, F-1 student must depart the US immediately (no later than and prior to the 15-day deadline).**

## STUDENT CERTIFICATION

My signature certifies I have read and understand this guide, University policy for dismissal, and immigration regulations. I understand I may act on one of the stated options or depart the US **prior to the 15-day deadline** provided by the University DSO. I affirm that if I do not comply with the stated guidelines and regulations, I will be in violation of my nonimmigrant status, which may result in adverse actions from the Department of Homeland Security (DHS). I confirm I intend to take the following action, prior to the 15-day deadline and understand if I do not take any action or complete the requirements of this guide. I will be terminated in SEVIS as stated.

**Please check one of the following and return with this guide and required additional items (required):**

- Request SEVIS Transfer Out** – Attach a copy of acceptance letter from new school and SEVIS Transfer Out Request
- Depart the U.S. prior to 15-day deadline** – Attach copy of ticket or ticket receipt to verify date of U.S. departure
- Change of Status** – Attach required evidence to confirm visa type or status has changed

Student Name Printed: \_\_\_\_\_ Florida Poly ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_