

AEW Overview

F-1 students must complete this request if they intend to withdraw from the university and exit the United States (US) **before** completing their program of study but intend to re-enroll in **less than five months**. Student must depart the US no more than **15-days after** university withdrawal date.

Students must complete the following steps BEFORE withdrawing from classes:

1. Review the [AEW Guide](#) and then submit AEW Request (this form) to ISS.
2. Submit a [Student University Withdrawal Request](#) or [Mitigating Circumstance Petition](#) to the Registrar's Office (as applicable) to the Registrar's Office to be properly withdrawn from the university.

STUDENT INFORMATION

First Name: _____ Last Name: _____

Program of Study: _____ Personal Email: _____

Select your reason for requesting an AEW:

I intend to return in 5 months or less from the date of my withdrawal for the following term: _____
(TERM/YYYY)

Family Emergency Financial Issues Other: _____

Select which withdrawal process you are completing:

[Student University Withdrawal](#) – I have submitted the required form to the Registrar's Office.

[Mitigating Circumstance Petition](#) – I have submitted the required form to the Registrar's Office.

STUDENT CERTIFICATION

My signature certifies I have reviewed and understand AEW immigration regulations and Florida Poly's withdrawal policy. I intend to re-enroll in less than 5 months and will submit a [Recertification of Finances](#) to ISS **no less than 60-days before** the first day of classes to request an updated I-20 for re-entry to the US.

- I acknowledge my responsibility to ensure my F-1 visa and passport are valid for re-entry to the US.
- I acknowledge if I do not complete the Recertification of Finances **60-days before** the first day of classes that I will be ineligible to re-enroll at Florida Poly as an F-1 student.
- I acknowledge if I do not return in 5 months or less that I must file and be approved for a [Reinstatement of Status](#) by USCIS before I can re-enroll as an F-1 student.

I understand that ISS will process my AEW after the Registrar's Office confirms my withdrawal from Florida Poly, and that I have 15-days from my university withdrawal date to depart the US.

- I acknowledge that if I do not depart the US within the 15-day grace period that I will be in violation of my F-1 status and begin accruing [unlawful presence](#) in the US, which can affect my future immigration benefits eligibility.

Student Signature: _____ Date: _____