

Taking a Leave of Absence

If you would like to take some time off from MSOE, it is permitted if you do not remain in the U.S. If you take less than two years off, you will not need to reapply to the university.

Steps

1. Contact your DSO to discuss your decision
2. Fill out the [Withdrawal/Intent Not to Return Form](#), obtain the necessary signatures and submit it to the Registrar's Office
3. Return your laptop and pay the balance on your Student Account
4. Send your DSO a copy of your plane ticket
5. Leave the country
6. Contact international@msoe.edu at least 30 days before you plan on returning

Impact on Your I-20

Once you withdraw from classes and/or do not register for a new term, your I-20 will be terminated for *Authorized Early Withdrawal*. If you plan to be out for more than five months, when you return you will need to:

- Get a new I-20 with a new SEVIS number (contact international@msoe.edu for this)
- Pay a new [I-901 SEVIS fee](#)
- Update your visa to match the number on your new I-20