



Policy for IEP Withdrawals After a Session Starts

A student who is studying on an **F-1 student visa** and wishes to withdraw from the Intensive English Program (IEP) after the start of a session may choose one of the following two options:

1. Transfer to another program
 - a. The student must first submit a **Withdrawal Form** at <https://istart.gatech.edu/>.
 - b. The student must receive acceptance to a program and complete the **Transfer Out Request Form** at <https://istart.gatech.edu/> no later than 15 calendar days after the date he/she submitted the Withdrawal Form.

2. Return to home country
 - a. The student must first submit a **Withdrawal Form** at <https://istart.gatech.edu/>.
 - b. The student must leave the United States no later than 15 calendar days after the date he/she submitted the Withdrawal Form.

Note that if a student withdraws and returns to his/her home country, his/her SEVIS record will be placed in Terminated: Authorized Early Withdrawal status, which allows for return to study. If he/she wishes to return to the Language Institute for a session that begins within 5 months from the date of termination, he/she must receive a travel signature from Coco Ke before leaving the U.S. To return to the Language Institute, he/she must email Coco (coco.ke@pe.gatech.edu) at least 45 days prior to the start of the new session to request reactivation of his/her SEVIS record. USCIS/SEVP processing time vary and may take 1-4 weeks, so it is important to email Coco well in advance.

IMPORTANT: USCIS/SEVP do not guarantee that a request for reactivation will be granted.

A student who is **not** studying on an **F-1 student visa** and wishes to withdraw from the Intensive English Program (IEP) after the start of a session may do so by submitting a **Withdrawal Form** at <https://istart.gatech.edu/>.