



Graduation & Departing WOU Form

Use this form to notify the OIED of your graduation from Western Oregon University, future plans and contact information, and departure information.

Full Name:	WOU ID Number:
Date of Departure: (and flight information if known)	Major:
<p><u>Graduation:</u></p> <p>I plan to complete my degree and graduate at the end of _____ (term and year [ex: spring 2020]).</p> <p><u>Check each box that applies to your situation.</u></p> <p><input type="checkbox"/> I have applied for graduation and submitted all paperwork to the Registrar's office.</p> <p><input type="checkbox"/> I understand that my I-20 Program End Date will be shortened to reflect my actual term of graduation.</p> <p><input type="checkbox"/> I understand that I have a 60 grace period after my program end date and that I must exit the US within those 60 days.</p> <p><input type="checkbox"/> I have applied for OPT (Optional Practical Training).</p> <p><input type="checkbox"/> I want to apply for OPT. Please pick up OPT packet and schedule meeting with Anne Rohlfer.</p> <p><input type="checkbox"/> I do not want to apply for OPT. I am going home.</p>	
<p>Future Mailing Address in US or Abroad: (WOU will use this address to send you any important documents in the future.)</p> <p>Street Name/Number _____ Apartment Number _____</p> <p>City _____ Province or State _____</p> <p>Country _____ Postal/Zip Code _____</p>	
Phone Number:	Personal (not WOU) Email:
<p><u>I understand the regulations and rules surrounding my graduation/departure from Western Oregon University and understand the time limitations I have on departing the U.S./transferring/etc. I have consulted with an International Student Advisor with any questions. I am aware that my SEVIS record will be completed once I submit this form. Please read the information on the back side of this form.</u></p>	
<p>Signature: _____ Date: _____</p>	

Other Departure Information

Time allowed to depart the United States: Once a student or scholar departs the US following the Program End Date on the I-20/DS-2019 they may not reenter the US on the same F or J visa.

- **F-1 students** who have completed their program or graduated have **60 days** to apply for OPT, continue onto a different education level, transfer to a different school, change their status, or prepare to depart the US.
- Students who have not maintained status and had their **SEVIS record Terminated** must either apply for immigration reinstatement or depart the US within **72 hours** of termination.

Please make an appointment with an International Student Advisor if you have any questions.

All Students Leaving WOU Must Do the Following:

- Verify in Wolf Web or at the Cashier's office that your account has a \$0 balance before leaving. Pay any money owed and make sure to collect a refund for any insurance payment made. Depending on when you withdraw you may or may not receive an insurance refund; if you receive an insurance refund you will need to talk to the business office about the address the refund check will be mailed to.
- If working on campus, notify your employer and give the Payroll office at least 5 business days notice to print your final check. Do not work during these 5 days.
- If living in the residence halls, students must inform the University Housing office of their departure and properly check out of the room to avoid any fees due to improper check-out.
- If receiving the ICSP scholarship, contact Ambre Plahn at plahna@wou.edu

Continuing Health Insurance While on OPT:

- Students on OPT that wish to continue health insurance during their OPT employment need to send an e-mail to Ambre Plahn at plahna@wou.edu at the beginning of EVERY academic term you wish to receive coverage. The bill will need to be paid at the WOU Cashier in the Administration Building, or through WolfWeb.