

### **Ending Program Exit Checklist**

There are many reasons for students to end or suspend their programs prior to graduation. If you are planning to leave BGSU prior to graduation, the guidelines below may assist you in a smooth transition to the next phase in your academic career.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student SEVIS ID: \_\_\_\_\_

DSO/Advisor Name: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

#### **Reason for Departing Program**

- Medical
- Family
- Financial
- Internship
- Dismissal
- Suspension
- Expulsion
- Legal/Conduct
- Noncompliance with Immigration Regulations

#### **Academic Department**

If you were suspended or dismissed, mark how long you are required to wait prior to re-applying for admission to BGSU.

If you are leaving early without dismissal or suspension (i.e., medical, internship, financial, or other issue interrupting your program), file a formal withdrawal or leave of absence from your program. See your academic advisor or graduate coordinator for instructions on how to do this. Mark when you plan to return to BGSU.

Allowed/Planned Return Date: \_\_\_\_\_

Undergraduates apply for [Readmission](#) to BGSU 3 months prior to your planned return date. Graduates contact your Graduate Coordinator when you wish to request to return. Notify ISS at [iss@bgsu.edu](mailto:iss@bgsu.edu) that you plan to reapply prior to your application.

### **Immigration Issues**

Make appointment with ISS Office to review your status with a DSO.

Make sure that you have copies of all of your immigration documents. (If you wish to return or stay in the United States on a different status, you will need to show every Form I-20 or DS-2019 that you have been issued. If you are missing one, write a letter stating when and why you are missing it. You may not remember this information later when you need it. Keep these copies in a secure location, consider keeping an electronic version.)

If you plan to leave BGSU for five months or more or if your immigration record has been or will be terminated, there are three ways to regain your status when your SEVIS record is terminated: (1) travel, (2) reinstatement, or (3) transfer to another institution.

If you plan to return to BGSU, send a copy of your passport, [BGSU Financial Statement](#) and supporting documents, I-94 (if you have one), change of status approval (if you have one) and visa (if you have one) to [iss@bgsu.edu](mailto:iss@bgsu.edu) no sooner than three months prior to your planned return date.

### **Bursar**

Pay your Bursar Bill or initiate refund. If you have an outstanding fee, you will not receive copies of your transcripts or diploma. If you have money left on your account, go to the Bursar Office and request a refund.

### **Falcon Health Center or Off-Campus Doctor's Office**

You may want to obtain a copy of your health records to take with you. It may be more difficult when you are in your home country to obtain them.

### **Order your Transcripts**

You can order your transcripts in your MyBGSU portal or order them directly through the Registrar's [website](#).

### **Student Employment**

Did you work on or off campus? Do you need a letter of recommendation in your home country? Obtain those items prior to leaving so you have it available to you when you need it.