



Procedures for Korean Students in Military Service

Steps to take prior to leaving Embry-Riddle:

1. Complete *Withdrawal Form* from Records and Registration:
<http://daytonabeach.erau.edu/campus-services/records/>
Please choose- Withdrawal Clearance Form
2. Have SEVIS record (I-20) terminated (authorized) by International Student & Scholar Services Office located at the HUB building 273 suite 200.

Steps to take before returning to Embry-Riddle:

Six months prior to the term you intend to start:

1. Email Embry-Riddle a copy of your military orders.
2. Provide Embry-Riddle with the term you wish to return.
3. Provide updated copy of passport.
4. Provide updated permanent home address in your home country (no PO Boxes).
5. Email Embry-Riddle an updated affidavit of financial support reflecting the current tuition and fees

<http://daytonabeach.erau.edu/admissions/international/>

6. Pay for the shipment of your I-20 by logging onto <https://study.eshipglobal.com>. Please select the Embry-Riddle Office of International and Graduate Admissions as your sender. Please enter your student ID in the student ID field.
7. Once you receive the updated I-20 you will need to contact your Embassy for an interview. Although you may have a valid visa, the SEVIS number will be different. Since your F-1 student status has been terminated, you will need to pay the SEVIS fee (www.fmjfee.com). If your current F-1 visa has expired, book an interview with your local U.S consulate/ embassy and present the receipt of SEVIS fee payment and other required documents for an updated visa to reflect the new SEVIS number.
8. Contact your faculty advisor for registration. After you have registered for one (or more) course(s), the system will activate your ERNIE account.

If you have additional questions, please contact the International Student & Scholar Services office at:
dbiss@erau.edu.