

LEAVE OF ABSENCE FROM THE U.S.A. FORM

Students planning a withdrawal/leave from the U.S.A must schedule an appointment to meet with an International Student Advisor the quarter before the planned leave. Submit this request **no more than 15 days before your intended departure date.** Requests submitted more than 15 days in advance of your intended leave of absence will not be accepted. **Please note that you must be physically outside of the U.S. for the duration of leave.** Be sure you withdraw from any classes you may have registered for during your planned leave. *Graduate students* must also file a petition for leave of absence with the Graduate Division. **You must attach a copy of your airline ticket or flight itinerary showing planned departure date within 15 days of submission of this form.**

PERSONAL INFORMATION

Last name: _____ First name: _____

PID Number: _____ Phone number: _____

Email address: _____

Level of Study: Doctorate Master Bachelor Non-Degree (EAP or GLI fellows)

LEAVE INFORMATION

Check one of the following:

<p><input type="checkbox"/> I am taking a leave for less than 5 months (one quarter).</p> <ul style="list-style-type: none"> • <u>Attach a copy of your airline ticket. Your departure from the USA must be within 15 days of submitting this forms or before the start of the next quarter (whichever is sooner).</u> • <u>Make sure that you have a valid travel signature on your current I-20/DS-2019 prior to your departure.</u> <p>F-1 students only: <u>You must submit an I-20 Request Form to request a SEVP Data Fix to change your SEVIS Record from Terminated to Active 2 months before your intended quarter of return. This change must be completed before you return to the USA or you will not be granted entrance into the country.</u></p>	<p>Date of Departure:</p>
	<p>Quarter of Departure:</p>
	<p>Quarter of Return:</p>
<p><input type="checkbox"/> I am taking a leave for more than 5 months (two quarters or more).</p> <ul style="list-style-type: none"> • <u>Attach a copy of your airline ticket</u> <p><u>If you are outside of the U.S. for more than 5 months, your current I-20/DS-2019 will be Terminated. To receive a new I-20/DS-2019, you will need to submit the following at least 2 months prior to your return:</u></p> <ul style="list-style-type: none"> • <u>I-20/DS-2019 Request Form</u> • <u>Proof of financial support</u> • <u>Proof of readmission</u> <p><u>Once you are issued a new I-20/DS-2019, you:</u></p> <ul style="list-style-type: none"> • <u>May not enter the U.S. in F-1 or J-1 status earlier than 30 days before start date on I-20/DS-2019</u> • <u>Pay a new SEVIS fee</u> • <u>Apply for a new U.S. visa</u> • <u>Must be enrolled for one full academic year to be eligible for CPT/OPT</u> • <u>Must check-in with our office within 5 days from arrival date and present new I-94 to register and fulfill orientation requirements upon return to the U.S.</u> 	<p>Date of Departure:</p>
	<p>Quarter of Departure:</p>
	<p>Quarter of Return:</p>

I certify the above information is accurate to the best of my knowledge. I am aware that I must provide documentation to support my request/claim and it is my responsibility to meet with advisors and other campus offices as appropriate: the International Students & Programs Office, my department, the Graduate Division, my undergraduate College, Housing and Dining Services, University Billing, Residence Deputy, etc.

Student Signature: _____ Date: _____