Leave of Absence Request Form

Used for immigration purposes only!

This form should be completed by international students who are ***dropping classes to temporarily leave CLU and exit the U.S.*** for **less than 5 months** and who are **not eligible for vacation**.

Important Information—Please read carefully before completing this form

An immigration leave of absence is called an "**Authorized Early Withdrawal**" in SEVIS and is a **termination of your student record**. This means that your student status (F-1 visa) and I-20 have been deactivated. By law, you have **15 days** from the termination or deactivation of your student status to leave the U.S. Failure to exit within the 15 days can result in a permanent loss of your F-1 visa status.

Please sign if you understand. _____

Today's date: _____/_____/20_____ Undergraduate_____ Graduate_____

Current term (circle one): Fall Winter Spring Summer Year_____

Family name_____ First name_____

Student ID #_____ Email address_____@callutheran.edu

Major/program_____ Reason for *temporary* leave (circle): Medical Personal Family

Will you complete the current term/semester? Yes____ No____ *If no,* when did you last attend class? ____/____/20____ (Note: *You must also drop your classes with your program or the Registrar)*

- **Academic advisor's signature:** _____ **Date**: _____/_____/20____

Travel Information:

Do you currently have an airline ticket to exit the U.S.? Yes_____ No_____

Date you plan to exit the U.S.? _____/_____/20_____ (***must be within 15 days of SEVIS deactivation***)

Will your F-1 visa need to be renewed to return to the U.S.? Yes____ No____

Procedure to return – Please read carefully!

To return to the U.S. to continue your degree with your current I-20 and SEVIS record, you must not be gone for more than **5 months from the date your record is deactivated**. You must **notify Dr. Juanita Hall by email 30-60 days prior to your return** so that she can request that your SEVIS record be re-activated. It will take 2-3 weeks for SEVP to re-activate your record, so travel to the U.S. during this time should be avoided. You are allowed to re-enter the U.S. up 30 days prior to the start of class, so request your re-activation early-closer to 60 days prior if possible. If you must travel prior to re-activation, please notify Dr. Hall, so that she can request that the re-activation be expedited. However, there is no way to guarantee that your record will be re-activated in time for you to travel back to the U.S. if you make a late request. *You will likely be placed in secondary by Customs and Border officers until they can verify your student status.*
Please sign if you understand._____

For Office Use ONLY

SEVIS Authorized Early Withdrawal on _____/_____/20____ DSO initials_____

Date requested reactivation:_____/_____/20____ DSO initials_____

Departed U.S.:____/___20____ Expected return date: _____/_____/20___

Int'l Leave of Absence Checklist

(Keep these directions with your travel documents)

An immigration leave of absence is called an "**Authorized Early Withdrawal**" in SEVIS and is a **termination of your student record**. This means that your student status (F-1 visa) and I-20 have been deactivated. By law, you have **15 days** from the termination or deactivation of your student status to leave the U.S. To return within 5 months of your deactivation date, you will need CLU Int'l Student Services to request that your SEVIS record be re-activated. Requests are accepted up to 60 days prior to the start of the term unless you must also renew your visa prior to returning.

Before you depart:

- ☐ Notify your academic program advisor and the Registrar's Office of your intention to take a leave of absence and follow their process for taking a leave of absence and for returning.
- ☐ Have your **I-20 signed for travel** in the Int'l Student Services Office.
- ☐ ***If*** you must renew your F-1 visa prior to returning, secure the following:
  - A visa renewal support letter from Int'l Student Services
  - A copy of your unofficial transcript from Web Advisor
  - A visa appointment at the U.S. Embassy in the country where you are traveling
- ☐ **Depart the U.S. within 15 days** from the de-activation of your student status. Failure to depart within the 15 days could jeopardize your ability to return.

To return to the U.S. on same SEVIS record:

- ☐ You must return and attend school **within 5 calendar months of de-activation of your SEVIS record**. *(After 5 months, you must pay the SEVIS I-901 fee again and obtain a new "initial" I-20 from the Int'l Admissions Office.*
- ☐ **Email Dr. Juanita Hall** (jahall@callutheran.edu) to request that your record be re-activated 30-60 days prior to the start of the term (earlier if you must renew your visa only). Provide the following information in your email:
  - Your legal/passport name
  - The actual date you departed from the U.S.
  - Your planned arrival/return date to the U.S. (must be less than 30 days prior to the start of term)
  - The date, place, and time of your scheduled visa interview appointment ***only if*** you have to renew your visa.

Important note: It will take 2-3 weeks for SEVP officers to re-activate your SEVIS record, so travel to the U.S. during this time should be avoided. If you must travel prior to re-activation, please notify Dr. Hall, so that she can request that the re-activation be expedited. However, there is no way to guarantee that your record will be re-activated in time for you to travel back to the U.S. if you make a late request. *You will likely be placed in secondary by Customs and Border officers until they can verify your student status.* ***Make sure you have my card and/or contact information with you!***