Term Release Application

For graduate students in 11-week programs only.

**Deadline to apply:** Before the end of the first week of classes in the new term

**Important notice:** You are only eligible to take a term off after completing three (3) consecutive terms for vacation. *This information must be reported to immigration prior to the start of the term off and you will be issued a new I-20 that reflects your term off.*

Current term (circle one): Fall Winter Spring Summer Year _________

Family name__________________________ First name______________________________

Major/program____________________ Program end date on I-20:_____/_____/20____

Student ID#:___________________________ Email address:__________________@callutheran.edu

1. Will you complete your program by the date stated on your current I-20? (please check carefully)  _____Yes  _____No, I will need more time

2. By the end of this current term, have you completed three (3) consecutive terms?
   ___Yes  ___No (you are not yet eligible for a term off; you may need a leave of absence instead)

3. Which term are you planning to take off: *(circle one)*

   Fall Winter Spring Summer Year___________

4. Is the proposed term off for the upcoming academic term?  _____Yes  _____No

5. Do you plan to travel outside the U.S.?  _____Yes  _____No
   If traveling outside the U.S., will you need to renew your visa?  _____Yes  _____No
   ➢ If yes, obtain a visa support letter from Linda Boberg by completing the Visa Renewal Support Letter Request form & collect items indicated on the form.

_____________________________________                       ________________________
Signature                                                                          Today’s date

Office Use Only

SEVIS update & new I-20 issued on_____/_____/20____

Program notification:  _____Updated term off list for program advisors and administrators

File updated by___________