Leave of Absence Request

For immigration purposes only!

This form should be completed by international students who are leaving school and the U.S. for less than 5 months and who are not eligible for vacation.

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___________________ Academic advisor_____________________ 
Will you complete the current term/semester? Yes____ No____ If no, when is your last day of class? ___/____/20___ (Note: You must also drop your classes with the Registrar’s Office)

➢ Important Information—Please read carefully!

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. Please sign if you understand. _______________________

Do you currently have an airline ticket to exit the U.S.? Yes____ No____
Date you are leaving the U.S.? ___/____/20___

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

➢ In order 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. You will need to notify Dr. Juanita Hall by email 30 days prior to your return so that she can request that your SEVIS record be re-activated. It will take 2-3 weeks for immigration officers to re-activate your 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 plan to arrive more than a week before classes begin. 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____
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, you will need CLU Int’l Student Services to request that your SEVIS record be re-activated. Requests are accepted 30 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 traveled

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. (After 5 months, you must pay the SEVIS 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 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 plan to arrive more than a week before classes begin. 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!