

LEAVE OF ABSENCE Request

DEADLINE to submit request: Before the first day of the quarter. (After = GHN.)

☒ Request a *Leave of Absence* when you are not eligible for an annual *Vacation Quarter*, and you will be gone from the U.S. for most of the quarter. You must attach a copy of your plane tickets or travel itinerary with this form.

☒ **Your SEVIS record will be terminated** for "Authorized Early Withdrawal." Your advisor will later request your SEVIS record be reactivated (use same I-20 to return), or will send you a new I-20 (new SEVIS record, pay I-901 fee).

☒ If approved for *Leave of Absence*, you should plan to be gone from the United States as follows:

Quarter of Absence	Leave U.S. by	Return date	Next quarter begins (return deadline)
FALL 2020	September 28	December 5 <i>or later</i>	January 4, 2021 (Winter Qtr.)

Please PRINT very clearly!

Student ID Number:

Last (Family) Name

First Name

Middle Name(s)

I verify that I checked my contact information in MyCentral and:

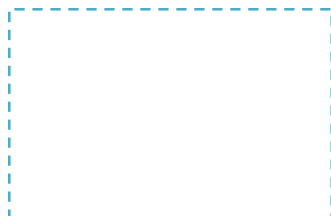
- ☐ Everything is correct, **OR**,
☐ I have updated my address / phone number / email address

REQUIRED: Attach a copy of your plane ticket or travel confirmation when you submit this form. **DONE:** ☐

- 1) I am requesting a Leave of Absence during QTR: _____, YEAR: 20____.
- 2) My I-20 expires ____/____/____ (month/day/year) If your I-20 will expire during your Leave of Absence term, contact your IP advisor to learn if you are eligible for a program extension. Submit this form together with the Extension Request form.
- 3) My VISA expires ____/____/____ (month/day/year).
If your visa has expired or will expire before your return date, then you must obtain a new visa while you are gone.
- 4) I will return to Seattle Central and enroll full time for QTR: _____, YEAR: 20____.
Consult with an IP advisor if you are considering transfer to a different school at the end of your leave of absence.
- 5) Read the important information, below, before you sign the form.
 - Check with your IP advisor regarding a travel signature **at least one week** before you leave. In case your SEVIS record is not reactivated, your advisor will contact you about a new I-20 and SEVIS fee to activate a new record.
 - Check your email account while you are gone. Communication about your immigration record will be crucial.
 - Enroll and Pay tuition for the next quarter before the college deadlines. (Check the college calendar online.) If you are unable to enroll online, contact your IP advisor.
 - Contact your IP advisor if your plans change and you cannot return for the next quarter.
- 6) "I understand the above information or will ask an advisor if I have questions."

Student Signature: _____ (Sign before you submit the form.)

IP OFFICE/ADVISOR section



☐ Approved ☐ Denied

Advisor Initials: _____

Date: _____

☐ email student ☐ DB: Enrl. tab

☐ Sunapsis: note

SEVIS: ☐ Term. done, or N/A-visa

☐ Reactivation requested

☐ Reactivation OK / denied