

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 that 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) |
|--------------------|---------------|------------------------|---------------------------------------|
| SPRING 2020 | April 5 | May 30 <i>or later</i> | June 29, 2020 (Summer 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/travel information when you submit this form. **DONE:**

- 1) I am requesting a Leave of Absence during QTR: _____, YEAR: 20_____.
- 2) My I-20 expires on ____/____/____ (month/day/year) If your I-20 will expire in your Leave of Absence quarter, talk to your IP advisor to see if you are eligible for a program extension. Submit this form together with your Extension Request form.
- 3) My VISA expires on ____/____/____ (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) I am requesting a Leave because... (What are the reasons you are taking a break from your studies?) Write here:

- 6) Read the important information, below, before you sign the form.
 - Bring your I-20 to the IP Office for 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 while you are gone. Communication about your immigration record will be crucial.
 - Enroll and Pay tuition for the next quarter by the posted deadlines. If you are unable to enroll online, you may need to arrange for “proxy registration.” (Check the college calendar online. Talk to an IP advisor about proxy option.)
 - Contact your IP advisor if your plans change and you cannot return for the next quarter.
- 7) “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