

# VACATION Request



For immigration purposes, a *Vacation Quarter* means that you are approved to study less than full-time during the quarter. IF approved, you can stay in the U.S. or leave, and you can study part-time or not at all. An advisor will review your record and send you email notification that your request is approved or denied.

STUDENT section -- please print very clearly and submit to IEP Office			
Student ID Number		SEVIS Number	N
Last (Family) Name	First Name	Middle Name(s)	
Phone Number		Email Address	

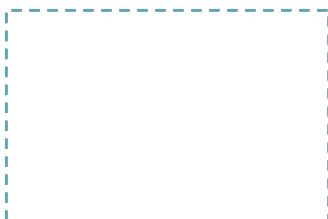
- 1) I am requesting a Vacation for QTR: \_\_\_\_\_, YEAR: 20\_\_\_\_\_.
- 2) My I-20 expires on \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)  
 >> If your I-20 expires at the end of the quarter you want a Vacation, please FIRST talk to your advisor to see if you are eligible for a program extension. Submit this form together with or after your I-20 Extension Request form.
- 3) I will return to Seattle Central and enroll full time for QTR: \_\_\_\_\_, YEAR: 20\_\_\_\_\_.  
 >> If you are transferring to a different school at the end of a Vacation quarter, then please read the Transfer Out guide and make arrangements for transfer before you submit this form. Consult with an advisor if you have questions.
- 4) I expect to complete my studies at Seattle Central in QTR: \_\_\_\_\_, YEAR: 20\_\_\_\_\_.

**PLEASE NOTE!**

- ✓ TRAVEL SIGNATURE: Bring your I-20 to the IEP Office for a travel signature **at least one week** before you leave, if you will travel outside the U.S. The signature on page 2 of your I-20 will be checked by a Customs officer and should not be more than six months old at the time you return to the U.S.
- ✓ LONGER ABSENCE: If you are gone more than 5 months, you may need a new visa even if it has not expired. Contact your advisor if your plans change and you cannot return for the next quarter.
- ✓ ENROLL FOR THE NEXT QUARTER / SCIE DEADLINE: Be sure to enroll online for the next quarter, or return early enough to enroll in person. If you are in SCIE, ask about the deadline to enroll for CIE classes.

\_\_\_\_\_  
 Student Signature

## IEP OFFICE/ADVISOR section



**Approved**

Advisor Initials: \_\_\_\_\_

**Denied**

Date: \_\_\_\_\_

NOTES: \_\_\_\_\_