



LEAVE OF ABSENCE INFORMATION

Please read the following section carefully before filling out the form on page 2.

International students are advised to discuss their leave with the OISS and contact their academic advisor to review the immigration and academic implications taking a leave of absence will have for their status as a student before they take a leave of absence.

If you are unable to attend your courses, do not delay speaking with a DSO and your academic advisor. Attendance and full-time enrollment are necessary to maintain your F-1/J-1 student status. Failure to attend classes without requesting a leave of absence can have serious consequences for your student status.

Personal Leave of Absence

If you will be taking a personal leave of absence, your SEVIS record will be terminated, and you will be required to depart from the United States within 15 days.

If you will be on leave for more than 5 months, you will need to apply for a new SEVIS record and pay the SEVIS fee again.

Medical Leave of Absence

If you are experiencing a medical problem, mental or physical, you may request a medical leave of absence and upload a copy of your doctor's letter. Criteria for the doctor's letter is included in the request form.

Important Considerations:

- If your leave is for a documented **medical reason**, you can be authorized for a reduced course load (RCL) based on medical conditions, and your SEVIS record will remain active.
- You cannot be authorized for work authorization while you are on official school leave.
- F-2/J-2 dependents must also leave the U.S. or apply for a change of status to another immigration classification if the F-1/J-1 is on a leave of absence.
- Even if your leave has been approved by your academic advisor, you must still work with OISS to take care of your immigration record.
- If your leave will be more than 5 months (more than 5 months in between enrollments), you will be required to enroll full-time in the semester in which you are returning.
- The F-1 or J-1 SEVIS record may be terminated for an Authorized Early Withdrawal, based on the effective date requested below.



LEAVE OF ABSENCE (LOA) FORM

For Student:

Name: _____ Program of study: _____

What is your reason for requesting LOA?

Expected duration for LOA? _____

Planned/Actual date of departure: _____

IMPORTANT: Do not drop below fulltime enrollment without approval from a PDSO or DSO. If you drop below fulltime enrollment without approval, your F-1 status will be terminated.

I understand that this form does not automatically drop my course(s). I understand that I must still drop the course(s) in Populi and that I may not be entitled to any refund of tuition and fees.

Student Signature

Date of Request

For Academic Advisor/ Program Director:

Name: _____

Please provide a statement to support the student's reason to request a LOA:

Academic Advisor/ Program Director Signature

Date

Certification from the Dean's Office/Registrar:

Signature

Name

Date