

Immigration Leave of Absence Form

Name: _____
Student ID: _____
Date of Birth: _____
Phone: _____

Application Date: _____
SEVIS ID: _____
Email: _____
Alternate Email: _____

What is the reason for the current request for an Immigration Leave of Absence from the university to return home?

Have you had previous reduced courseload(s) authorized? _____ What Semester & Why: _____

- ➔ **Complete the Immigration Leave of Absence Form**
- ➔ **Talk with the International Student Advisor**

IMPORTANT INFORMATION

➔ **Read the Important Information**

- F-1 students must be enrolled at the university that controls their SEVIS record during both the fall and spring semesters of each academic year of study.
- This form is only for an **Immigration Leave of Absence**. If the student wants to pursue a **University Leave of Absence** to retain their status with the university, they must coordinate that with the International Student Advisor as well.
- Truman scholarships will be reinstated only if the **University Leave of Absence** and the **Immigration Leave of Absence** are both approved, and you return to the University within two semesters.
- A Leave of Absence is not for international students with medical conditions. Students wishing to take fewer classes or no classes for a semester due to medical reasons must apply for a [Medical Reduced Courseload](#).
- F-1 students may not take a semester off and remain in the U.S. unless they have been approved for a Medical Leave of Absence.
- F-1 students who wish to return to the university following an absence must apply for an **Immigration Leave of Absence** through the Center for International Students (CIS) before withdrawing from their classes.
- The student is responsible for **Withdrawing from Classes** if they are enrolled for the semester for which they are applying for a Leave of Absence. Withdrawing from Classes is a process in Truview. Failure to withdraw from classes prior to the first day of the semester may result in significant charges.
- All past due fees must be paid in full before a student may return to the University from a Leave of Absence.
- F-1 students must depart the U.S. within 15 days of withdrawing from classes to maintain their legal status and be eligible for readmission to the U.S.
- When an International Leave of Absence is approved, the Center for International Students will **Terminate** the F-1 student's SEVIS record for "**Authorized Early Withdrawal**" provided that the student remains in good standing with the University.
- Prior to returning to the U.S. to continue studies at the university, F-1 students must request **Reactivation of their SEVIS Record** to be eligible to reenter the country.
- An absence from the U.S. of more than 5 months invalidates the student's current F-1 visa and makes the student ineligible for Reactivation of their SEVIS Record.
- To return to the university after an absence longer than 5 months, the student must apply for readmission to the University, obtain a new SEVIS record, a new I-20, and apply for a new F-1 visa to enter the U.S.

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WITHDRAWAL FROM CLASSES:

- Semester of Leave: ____ Fall ____ Spring, 20_____ (Year)
- Are you currently enrolled in classes for the semester of leave? Yes No
- Date of withdrawal from classes: _____

➔ **Withdraw from classes**

TERMINATION OF SEVIS RECORD

SEVIS Termination Reason: _____ Date: _____

➔ **Make note of when your SEVIS Record is terminated**

UNIVERSITY LEAVE OF ABSENCE

Do you also want to pursue a University Leave of Absence? _____

- You may apply for a University Leave of Absence in Truview - Truview>Student>Registration>Leave of Absence
- You must discuss your University Leave of Absence with the International Student Advisor
- The International Student Advisor must approve the University Leave of Absence in Banner before the VP of Student Affairs will approve it
- Your University Leave of Absence may last up to two semesters

➔ **Apply for university leave of absence**

DEPARTURE:

The student must depart from the US within 15 days of withdrawal from classes and Termination of the SEVIS Record. The student is required to depart from the U.S. on _____ (month/day/year)

The student will depart from the U.S. on _____ (month/day/year)

➔ **Depart US within 15 days of withdrawal and SEVIS Termination.**

REAPPLYING TO THE UNIVERSITY

- Any student who did not apply for and receive an approved Immigration Leave of Absence or who has been absent from the U.S. for more than 5 months must apply for readmission to the University
- All admission documents must be received by the CIS at least 45 days in advance of the start of classes.
 - Apply Online and Choose "Reapplicant" from the "Applying As" drop down menu at <http://www.truman.edu/international/apply-to-truman/>.
 - Submit a New Certificate of Financial Support <http://www.truman.edu/wp-content/uploads/2014/05/Certificate-of-Financial-Support-Updated-Fall-20141.pdf> and New Bank Documents
 - Submit official transcripts of coursework since student was last enrolled at Truman

➔ **Reapply to Truman**

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ENROLLMENT

The student must have their Banner Record at Truman updated to the next semester before they can enroll. If the student is absent from the US for less than 5 months, this can be done when the student applies to have their SEVIS Record activated. If the student is absent from the US, this will be done after the student reapplies.

➔ **Request for your Banner Record be updated so you can enroll in classes.**

SCHOLARSHIP APPEAL

- Students who are approved for an Immigration Leave of Absence and an Academic Leave of Absence and return to the University in good academic standing may renew any scholarships for which they qualify without appeal.
- Students requesting exceptions to the normal processes for any kind of financial aid must submit an appeal letter to mcrist@truman.edu.

➔ **Appeal your scholarship if necessary or renew your scholarship in SEVIS.**

REACTIVATION OF STUDENT'S SEVIS RECORD:

To request **Reactivation of their SEVIS Record**, the student must notify the Center for International Students 45 days in advance of the start of the semester.

To request Reactivation of their SEVIS Record, the student must complete a **Reactivation of SEVIS Record form** which will be emailed to you and you must provide the following documents (in English) to the CIS:

- Copy of Passport, Copy of Visa, Copy of I-20, Copy of I-94, Itinerary for U.S. Departure Flight, Itinerary for Return Flight and Proof of Visa Appointment (if students require a new visa)

➔ **Complete the Reactivations of a SEVIS Record Form on _____ (month/day/year)**

➔ **Send your immigration documents and itineraries to the CIS at inltadmit@truman.edu.**

REENTRY TO U.S.

To reenter the US, students must have both an active SEVIS Record and an I-20 signed for travel.

Students with reactivated student records may not enter the U.S. more than 30 days prior to the first day of classes.

➔ **Have your I-20 signed for travel before you depart the US.**

➔ **Do not reenter the US until your record is reactivated and it is at least 30 days before semester start.**

Type of Absence	Length of Time	New I-20?	New Visa?	Reapplication?	Financial Documents?	Transcripts Needed?	Other
Pre-Approved LOA to Leave U.S.	Less than 5 months	No	No	No	No	Yes - if courses taken elsewhere	Proof Student Left U.S.
Pre-Approved LOA to Leave U.S.	More than 5 months	Yes	Yes	Yes	Yes	Yes - if courses taken elsewhere	Proof Student Left U.S.
Unapproved LOA to Leave US	Less than 5 months	No	No	Yes	No	Yes - if courses taken elsewhere	Proof Student Left U.S.
Unapproved LOA to Leave US	More than 5 months	Yes	Yes	Yes	Yes	Yes - if courses taken elsewhere	Proof Student Left U.S.
Approved or unapproved LOA that did not leave the US during LOA	Any	Yes	No	Yes	Yes	Yes - if courses taken elsewhere	Proof of Filing for Reinstatement