



ISA Leave of Absence Request Form

Student Information

Student Full Name as per Passport: _____

Date of birth: _____ SEVIS ID: _____

Program Start and End Date as per most recent I-20: _____

(Expected) Graduation: _____

Leave of Absence Procedures

Degree-seeking (F-1) international students must submit this completed form to the ISA office to request a personal/academic Leave of Absence. The student must file all necessary paperwork with the appropriate university offices to follow the academic policy for Leave of Absence, keep ISA Office informed of their progress on these and submit this form to complete the immigration process with the ISS office.

If the personal/academic Leave of Absence is approved, the student is required to leave the United States and remain outside the U.S. for the duration of the entire academic semester.

To return to DePauw and the United States after a leave of absence students will have the following options:

1. Return to the U.S. and DePauw with your current I-20 and SEVIS immigration record.
This can only occur if the student is able to return to the U.S. and resume classes at DePauw within the five-month rule. In this situation ISS could make the request to immigration to change the record back to active. Only after having the record returned to active and having a travel signature on page 3 of the I-20, could the student return to the U.S. and DePauw University.
2. Return to the US and DePauw after receiving a new I-20 and SEVIS immigration record.
If the student is out of the country in terminated status for more than five months, the record must remain in terminated status. ISS will assist with processing a new I-20 for re-entry to the U.S. at the appropriate time. Once the new I-20 is used to enter the country, the "F-1 time-clock" will begin anew and students will be ineligible for some F-1 benefits, such as CPT and OPT, until after completion of two additional semesters of study. The student may only re-enter the U.S. in the 30 days prior to the new program start date indicated on the newly issued I-20.

Leave of Absence Request

By signing below, I certify that understand the above rules pertaining to a Leave of Absence at DePauw University.

Term for which I request leave _____

Current plan for return (*please circle one*): return within five months request a new I-20 for re-entry

I have read and understand all the information above. I understand that I must contact ISA at least two months before the start of the term for which I want to return to campus to request that my record to be changed by Immigration back to active or new record be created for me. I understand that I must return to classes by the first day of classes. For more information on the Five-Month Rule, please go [here](#).

Student signature _____ Date: _____



Instructions for Applying for a New I-20
(please keep for your records, please do not submit with page 1 to ISS Office)

If you have spent more than five months outside of the US during an absence from school (excluding those participating in authorized study abroad), you will need to apply for a new I-20 and possibly new US Visa (sticker for your passport) before you can return to the United States and DePauw University.

Please submit your request in time to allow a minimum of 1 month for processing. Please note that you might need to apply even sooner, if you are going to be renewing your US visa sticker in your passport.

1. Submit a new financial documentation to the International Student Affairs office:
 - a. An original bank letter in your name or the name of your sponsor. The bank statement must attest to the amount you are required to pay to attend DePauw university for one academic year and must be dated within the last six months.
2. Provide the International Student Affairs office with a complete mailing address in your home country where you would like the I-20 to be mailed.
3. Pay the SEVIS I-901 fee (visit [this](#) Department of Homeland Security page for more information)
4. Once you have received the new I-20, contact the U.S. Consulate in your area to inquire whether you will need to obtain a new visa.

The student must report to the International Student Services office upon return to the U.S. to provide copies of the I-20 document and any other relevant documents (new F-1 visa if applicable) to prove absence from the United States.

The student will not be able to register for classes until those copies are provided.