

Student Name: \_\_\_\_\_  
(Surname/s or Primary Name) (Given Names)

Student ID #: \_\_\_\_\_ SEVIS ID #: N \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Non-OC Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Please put an email that you will use in your home country)

## F-1 LEAVE OF ABSENCE REQUEST FORM

### Important Advice:

- 1) If you are eligible for vacation quarter (you have completed 3 consecutive quarters while being enrolled fulltime in 12 college level credits OR 18 intensive English credits) please fill out the **Vacation Request Form**.
- 2) Government regulations require F-1 students to notify the Office of International Education & Study Abroad (OIESA) if they will take time off or withdraw from their studies before graduating. Both students who plan to return later to complete their studies at OC and students who plan **not** to return need to complete this process.
- 3) If a doctor is advising that you must take time off or withdraw from your studies for health/medical treatment reasons, contact the OIE for further information. This form (Leave of Absence) may not be the correct form for your situation.

### I understand (Please Initial):

- \_\_\_\_\_ This form **only** affects my immigration status. I need to contact Shannon Bell with questions about my academic status.
- \_\_\_\_\_ Homestay-Check out with Hideko Lyle ([hlyle@olympic.edu](mailto:hlyle@olympic.edu)) Res Hall check out at [reslife@olympic.edu](mailto:reslife@olympic.edu)
- \_\_\_\_\_ My OC-sponsored SEVIS record (I-20 form) will be terminated, ending my F-1 status. The termination type is "authorized early withdrawal." Termination means my I-20 will no longer be valid, and I must leave the U.S.
- \_\_\_\_\_ I must physically leave the U.S. within **15 days** of the SEVIS termination date. This deadline is enforced by the U.S. government students who do not depart on time may be directly contacted by Immigrations and Customs Enforcement (ICE).
- \_\_\_\_\_ I must stop participating in any F-1 work programs (on-campus employment or OPT). My last day of participating in any currently authorized F-1 work program must be no later than the date the Leave of Absence is entered on my SEVIS record.
- \_\_\_\_\_ I cannot use my current I-20 to reenter the U.S. unless it is reactivated. If, during my time off, I wish to visit the U.S., I will need to enter under a different visa type (such as B-2 visitor or visa-waiver) or contact OC.

Planned final date of attendance at OC: \_\_\_\_\_

U.S. departure date: \_\_\_\_\_

I have read the above information, and have stated my last date of attendance at OC. I understand what actions the OIE will take in my SEVIS record regarding my withdrawal. I am responsible for any academic, financial, or immigration consequences of my withdrawal.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

No Balance on CTC