



Center for Global Engagement  
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 ISU-IPS@mail.indstate.edu | http://www2.indstate.edu/ips/

## Request for Leave of Absence

Temporary or Permanent

### Part I. To be completed by Student

Family Name:	First Name:	Middle Name:
Major:	Country of Citizenship:	Date of Birth: ____/____/____ MM DD YYYY
Email:	SEVIS #:	ISU ID#:
Phone #:		

### Part II. Departure Information

**The purpose of this form is to allow the Center for Global Engagement (CGE) to adjust or end (terminate) your SEVIS record because you are leaving Indiana State University and the U.S. temporarily or permanently.**

**If you are leaving ISU and the U.S. temporarily (excluding summer vacation), or you are withdrawing completely, you must meet with a Designated School Official (DSO) to submit this form. You must withdraw all your classes prior to your departure from the U.S.**

Will this absence be due to participating in an approved overseas study program? Yes  No

Dates: I plan to leave \_\_\_\_/\_\_\_\_/\_\_\_\_ I plan to return: \_\_\_\_/\_\_\_\_/\_\_\_\_

I am withdrawing from the university. CGE may terminate my SEVIS record. I understand that I may remain in the U.S. for fifteen days while I prepare to leave.

I am leaving the U.S. temporary but I intend to return to ISU in order to complete my academic program. CGE may terminate my SEVIS record. I understand that I may remain in the U.S. for fifteen days while I prepare to leave.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Academic Advisor: (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Leave Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor's Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

### Part III. To be completed by the Center for Global Engagement

Leave Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Designated School Official's Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

## Leave of Absence/Withdrawal

Permission to be present in the U.S. in f-1 Student status is contingent upon full-time enrollment at the institution that issued a student's most recent I-20. If an F-1 student takes a leave of absence or withdraws his/her permission to remain in the U.S. in F-1 status becomes void. If the student notifies a Designated School Official (DSO) prior to the leave of absence or withdrawal, the government allows 15 days for departure from the U.S. If a Foreign Student Advisor is not notified in advance, the student must leave the U.S. immediately. The Center for Global Engagement (CGE) is required to report electronically to the government that the student is no longer maintaining status. The student must take one of the following actions:

- Transfer immediately to another USCIS-approved institution
- Apply immediately for a change of status to another visa category
- Leave the U.S. immediately

If the student chooses to transfer or apply for a change of status, CGE will assist with the process.

In order to return to ISU after a leave of absence or withdrawal, it is necessary to obtain a new ISU I-20. A student cannot use the previous I-20 as it is no longer valid. Please note that it is the student's responsibility to contact CGE at least 2 months prior to returning to ISU to request the new I-20. Please also be aware that it will be necessary to provide financial documentation demonstrating ability to pay tuition and living expenses for at least one academic year.

If you have reason to believe you may take a leave of absence or withdrawal, please contact a DSO to discuss your options before the leave of absence or withdrawal become official.