

ISSS LEAVE OF ABSENCE FORM

Date: _____ SJSU ID: _____

Last Name: _____ First Name: _____

Email: _____

Phone: _____

I am reporting to the ISSS Office that I will not enroll in courses for the _____ semester, and my last day of study will be _____. My departure date will be _____ and I will return on (date) _____.

1. If my travel plans change, I will notify the ISSS Office immediately.
2. I UNDERSTAND THAT MY SEVIS RECORD WILL BE TERMINATED AND I HAVE 15 DAYS TO LEAVE THE U.S.
3. If I am still in the U.S., I will need to submit a copy of my flight itinerary with this form
4. **I need to submit the Leave of Absence directly to an Advisor during walk-in or appointment advising**

PLEASE READ THE FOLLOWING STATEMENTS BELOW AND ACKNOWLEDGE THAT YOU UNDERSTAND THE STATEMENTS BELOW BY PROVIDING YOUR INITIALS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK AN INTERNATIONAL STUDENT ADVISOR:

_____ In addition to reporting my absence to ISSS, it is my responsibility to inform the appropriate SJSU offices of my (departure) plans, e.g., your department advisor, the Registrar/GAPE office, etc.

_____ I understand that it is my responsibility to drop/withdraw from my current and any future classes during my leave of absence.

_____ I understand that I must leave the U.S. within *15 DAYS* upon approval of this request

_____ I understand that it is a violation of my F-1 status if I remain in the US and do not maintain full-time status during a program of study.

_____ If there are at least 5 months between *my last day of study and the first day of classes when I return*, I may need a new SEVIS ID and I-20 to return to the U.S.*

_____ If I take 2 or more semesters off without an official SJSU Leave of Absence (from the Registrar's Office), I will have to reapply for admission to SJSU.

_____ Once I return to the US, I must submit my I-20 and I-94 to ISSS in order to check in and show proof of both my departure and return.

**Please discuss this as well as practical training eligibility in greater detail with an advisor before you submit the LOA*

Student's Signature _____ Date: _____

Flight Itinerary

ISA _____

Date _____