

## LEAVE OF ABSENCE (LOA) REQUEST

### Student Information

<b>Given Name:</b> _____	<b>Last Name:</b> _____
<b>Student ID #:</b> _____	
<b>Chapman Email:</b> _____	
<b>Phone Number:</b> _____	
<b>Major:</b> _____	

### LOA information

<p><b>LOA EFFECTIVE DATE*:</b> _____  <div style="text-align: center; margin-left: 100px;">             month    day    year           </div></p> <p>The date of the termination will be based on the effective date you indicate on this form. You must depart the country within 15 days of the termination date.</p> <p><b>TOTAL NUMBER OF SEMESTERS LEAVE OF ABSENCE YOU ARE CURRENTLY REQUESTING:</b> _____</p> <p><b>PRIMARY REASON FOR REQUEST:</b>    <input type="checkbox"/> HEALTH    <input type="checkbox"/> FAMILY    <input type="checkbox"/> EMPLOYMENT    <input type="checkbox"/> FINANCIAL</p> <p><input type="checkbox"/> OTHER (EXPLAIN): _____</p>
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If you report a leave of absence to your DSO and are approved, your SEVIS record will be terminated due to "authorized early withdrawal".

**LEAVE OF ABSENCE LESS THAN 5 MONTHS:**

You may be eligible for a reactivation of your current SEVIS I-20 record. ISSS will submit the reactivation request to SEVIS and SEVIS will either approve or deny the request. Reactivation allows you to maintain your OPT/CPT eligibility and use the same I-20. You must contact ISSS at least one month before you plan to return. We cannot request reactivation more than 60 days before the return semester begins.

**LEAVE OF ABSENCE LONGER THAN 5 MONTHS:**

You must contact ISSS to request a new I-20 with a new SEVIS number at least 30 days before returning to the U.S. You will have to follow the requirements for an "initial" I-20: Pay the SEVIS fee again, cannot enter USA more than 30 days in advance of start date on I-20, provide new financial statements. If your F-1 visa is unexpired, DHS usually considers this F-1 visa valid; however, to be safe, you should contact your nearest consulate and ask if you are required to apply for a new F-1 visa.

- UNDERGRADUTE STUDENTS - I confirm that I understand the immigraton regulations related to LOA.
- GRADUATE STUDENTS- I confirm that I understand the immigraton regulations related to LOA and I have discussed my plans with my academic department.

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**STUDENT SIGNATURE**

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**DATE**