

## Temporary Leave of Absence for F-1 & J-1 Students

Students planning to take a Leave of Absence (LOA) from their academic program will need to notify ISO in advance so that appropriate reporting can be made to SEVIS. You will not be able to remain in the U.S. under the F-1 or J-1 student visa category, once the LOA is reported as a termination for immigration purposes. Depending on the length of your leave, less or greater than 5 months, the ISO may be able to reactivate your current SEVIS record before your return. Whenever possible, please meet with an advisor in the ISO before you leave Rochester to discuss your plans.

This form has two purposes: 1) To report the effective date of a Leave of Absence to ISO for SEVIS processing, and 2) To prepare for a return to studies after an absence not exceeding 5 months (excluding eligible vacation periods). Students should prepare this form when making arrangements with the school for a temporary leave of absence, excluding [Reduced Course Load for Medical Condition](#). Additional information on this process is available on the ISO website.

**Return from Leave of Absence longer than 5 months:** Do NOT use this form if you will be returning to UR after a break in studies longer than 5 months (excluding vacation periods). Please complete the [New Student Request for I-20/DS-2019](#) form and select the option for Return from Absence. More information can be found on the ISO website.

**Student Information:** University ID#: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Expected duration for LOA: \_\_\_\_\_ Planned/Actual date of departure: \_\_\_\_\_

**Recommendation of Academic Advisor:** *Please indicate the appropriate action for this student*

**Approved Leave of Absence** Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

*ISO Action:* The F-1 or J-1 SEVIS record will be terminated for an Authorized Early Withdrawal, based on the effective date listed above. Students should be aware of any eligible grace period and make plans to leave the country or otherwise change their immigration status during this time.

**Return from short-term Leave of Absence** (fewer than 5 months total, excluding vacation periods)

Academic term for scheduled return: \_\_\_\_\_ Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Last date of attendance: \_\_\_\_\_ Scheduled return to U.S.: \_\_\_\_\_

*ISO Action:* A correction request will be submitted to change the F-1 or J-1 SEVIS record to 'Active' status. The student will be able to use their current I-20 or DS-2019 for travel.

Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

<b>Certification from Dean's Office:</b>		
_____ <i>Grad/Undergrad Dean's Signature</i>	_____ <i>Name (print)</i>	_____ <i>Date</i>