



## International Student Services Office

### Leave of Absence Request Form

As an F-1 visa holder it is required that you notify your Designated School Official if you decide to take a Leave of Absence. Please note that if your Leave of Absence exceeds more than five months, you are required to get a new Form I-20 from the International Student Services Office and your previous SEVIS record will be terminated.

<b>Student</b>	<b>Date Submitted:</b> _____
<b>Name:</b> _____	<b>MMC ID:</b> _____
<b>Telephone:</b> _____	<b>Email:</b> _____
<b>Major:</b> _____	
<b>Academic Advisor:</b> _____	

*Please select which type of Leave of Absence you will be taking:*

**Medical Leave of Absence** (please attach Doctor's note to this sheet)

**Personal Leave of Absence**

\*Please note if you are taking a Personal Leave of Absence, you must be outside the United States during that time.

**Leave of Absence requested for the following semester(s):**

\_\_\_\_\_

**Departure Date from the U.S.** \_\_\_\_\_ **Re-entry Date to the U.S.** \_\_\_\_\_

When do you wish to return to MMC? (Fall 2014, for example) \_\_\_\_\_

All students on a Leave of Absence must report to the ISS Office immediately after re-entry to the U.S. Failure to do so will result in termination of the student's immigration status.

Students whose Leave of Absence will exceed 5 months must:

1. Fill out a new Form I-20 application online (<http://www.mmm.edu/admissions/student-visa-process.php>) at least 2 months prior to intended return date
2. Pay the SEVIS I-901 fee
3. Enter the U.S. no earlier than 30 days before the start date on the new I-20

*Please note: Students who are absent from the U.S. for more than 5 months will be ineligible for CPT/OPT during the first academic year upon arrival with their new (initial) I-20 record.*

**Once you have received permission from the ISS Office, you must bring a signed copy of the approval to the Academic Advisement office and complete their paperwork for a Leave of Absence.**

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Student Signature	Student Name	Date
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ISS Coordinator Signature	ISS Coordinator Name	Date
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