MINNESOTA STATE UNIVERSITY MANKATO

LEAVE OF ABSENCE NOTIFICATION

This form must be completed IN ADVANCE of taking a leave of absence from the university. Please note that this form is only regarding your immigration status. If you are leaving mid-semester, you must go to the Campus Hub and officially withdraw. If you fail to notify us of your departure, your SEVIS record will be terminated for failure to enroll and it could have serious consequences if you try to return to the US in the future.

Name: _____ _____ _____
LAST (CAPS) First Middle

NON MSU E-mail Address: _____ **Phone Number:** _____

Tech ID: _____ **Level of study**: ❑ Undergraduate ❑ Graduate

Term you plan to leave MNSU: ❑ Fall (year:) ❑ Spring (year:) ❑ Summer (year:)
NOTE: *A summer departure does not require this form to be completed if you resumed study the following Fall term by travel or taking a course or two at another University while on the MSU I-20.*

When you leave the US for a leave of absence we are required to terminate your SEVIS record for early-authorized withdrawal and you are to depart the US within 15 days. This will not adversely affect your immigration record. What we do with your record when you plan to return is determined by how long you are outside of the US.

Before you leave the US:

1. Complete this form and make a copy of it for your records
2. Turn this form into the ISSS with a copy of your plane ticket showing your departure date
3. Make sure you have met your In-State scholarship requirements.
4. If you have an academic probation/suspension hold you must take care of it BEFORE you leave.
5. Make an appointment with an ISSS advisor if you have questions.

Date you are leaving the US:	Date you plan to return to the US:
❑ I plan to departure the U.S. for **less** than five months	❑ I plan to depart the U.S. for **over** five months
○ Contact us at least 90 days before you intend to return for studies. ○ Provide a copy of your plane ticket with your intended arrival date (your return date can only be 30 days before the beginning of your courses) ○ Have your I-20 signed for travel. ○ Pre-register for full time courses. ○ Once we receive your notification and you are pre-registered, we can request that your SEVIS record be set to Active. This allows you to return with the same I-20 (you will not have to pay the SEVIS fee again and can use your current visa if it is still valid) ○ Maintain your MSU health insurance. ○ Make sure your visa is valid	○ Contact us 4 months before you intend to return for studies. ○ You may request a health insurance refund. ○ Provide current bank statements. ○ Pre-register for full time courses. ○ We will need to issue you a new I-20 with a new SEVIS ID number. ○ You will need to pay the SEVIS fee again. ○ You will need to go for a new visa interview. ○ You can only enter the US 30 days before the beginning date on your I-20. ○ Purchase/maintain your MSU health insurance before or upon your arrival. ○ After you return to the US, you will not qualify for off-campus employment through OPT, CPT or economic hardship until you have been in valid F-1 status for 9 months.

I have read the information provided on this form and understand my responsibilities.

_____ _____
Signature Date

********FOR OFFICE USE ONLY********		
❑ Copy of plane ticket included	❑ I-20 signed for travel	❑ Health Insurance Refund Processed
❑ Terminated in ISRS	❑ Termination uploaded to SEVIS	Staff:Forms:Leave of Absence Notification.docx