

## Leave of Absence Notification

This form must be completed in advance of taking a leave of absence from the university. 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. 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 from classes.

### STUDENT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ TechID: \_\_\_\_\_ Level: Undergraduate      Graduate

### LENGTH OF LEAVE OF ABSENCE (CHECK ONLY ONE)

**Less than five months**

1. Submit this form and a travel itinerary
2. Obtain I-20 travel signature
3. Withdraw from classes (Campus Hub)
4. Confirm visa validity
5. Notify KCISS 3 months before return

**Five months or more**

1. Submit form and travel itinerary
2. Request health insurance refund
3. Notify KCISS 4 months before return
4. Apply for a new visa
5. Pay new SEVIS fee

Date of Departure: \_\_\_\_\_ Anticipated Return: \_\_\_\_\_

### ACKNOWLEDGEMENT

By signing below, I understand the following:

- When I depart the United States my record will be terminated for authorized early withdrawal; this will not adversely affect my immigration record.
- When I am ready to return to Minnesota State I will provide updated proof of financial resources.
- If I am outside of the United States for more than five (5) months, I will require a new SEVIS record and new visa and agree to make all necessary appointments and pay all associated fees.
- If I have an academic probation/suspension hold I must resolve it before I leave.

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

FOR OFFICE USE ONLY		
<input type="checkbox"/> Copy of travel itinerary	<input type="checkbox"/> I-20 signed for travel	<input type="checkbox"/> Health insurance refund processed
<input type="checkbox"/> Terminated in ISRS	<input type="checkbox"/> SEVIS record terminated	