



## Leave of Absence for F-1 Student

### **What is a Leave of Absence for Immigration Purposes?**

While in the United States, F-1 student must be continuously enrolled full time during the academic year until the completion of your programs of study. However, F-1 student may take an authorized temporary absence if you need to take time away from your studies due to an unforeseen circumstance while school is in session.

**When you are approved for a Leave of Absence, your SEVIS record will be terminated as “Authorized Early Withdrawal.” If your record is terminated, you cannot remain in the U.S. during your leave and must depart the country within 15 days of the termination date.** When you are ready to return to school, your record will be requested to be “reactivated” and back in status.

**A student must be in good F-1 standing with no financial and student account hold.**

### **Length of Leave**

**Student is advised to not take a Leave of Absence longer than one semester.** If the student whose leave is approved does not return at the end of one semester, the student will automatically be withdrawn from the college. Once the student is withdrawn, they may seek readmission through the International Admissions and Records Office. Your F-1 visa will be invalid if you are away from the U.S. more than 5 months. You will need to reapply for the visa.

### **Returning from a Leave of Absence**

If the leave will be **one semester only**, International Office can usually request that your F-1 status to be reactivated by SEVP. This process allows you to maintain your CPT/OPT eligibility and use the same I-20 and visa (if not expired).

- **2 Months Before You Return:**

Email your plan of return and your proof of travel itinerary to [grossmont.international@gcccd.edu](mailto:grossmont.international@gcccd.edu). The process can take 1 to 4 weeks, so it is important that you start this process well ahead of your return. Our office will notify you once your record has been reactivated. Failing to reactive your record before your travel will result in you being refused entry into the U.S.

- **Important Things to Remember:**

You can only return to the U.S. within 30 days of the start of the next semester. Check that you have a valid travel signature on page 2 of your I-20. If not, you can request an updated signature to the International Admissions and Records Office. Class registration for next semester can be done online

# Leave of Absence Request Form

*Please note that you must be physically outside of the U.S. for the duration of your leave.  
Be sure you withdraw from any classes you may have registered for during your planned leave.*

***A proof of your departure (airplane ticket, travel itinerary, I-94 Travel History etc.)  
needs to be submitted with this form.***

## Student Information

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Student ID number: \_\_\_\_\_ SEVIS ID number: N \_\_\_\_\_

Last date you attended class: \_\_\_\_\_

Date of departure: \_\_\_\_\_

I am taking a Leave of Absence for Fall 20\_\_\_\_ or Spring 20\_\_\_\_ (circle one)

### Reason for Leave:

Difficulties, online instructions, technical issues, due to COVID-19

Personal

Other : \_\_\_\_\_

### Additional statement:

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

***Please return this form to [grossmont.international@gcccd.edu](mailto:grossmont.international@gcccd.edu).***

***International Admissions and Records Office***

***Grossmont College***