

## LEAVE OF ABSENCE, SUSPENSION, OR WITHDRAWAL FROM UCSB BY STUDENTS IN F-1 STATUS

While in the United States, students in F-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their programs of study. If you take a non-medical leave of absence, withdraw voluntarily, or are suspended or required to withdraw from the University, you are required to leave the United States within 15 days of this action. The only exception to these rules is a medical leave of absence.

If you take a leave of absence, withdraw from your program, or are given a suspension, you must contact OISS immediately to discuss your immediate plans and any plans you may have to return.

### Withdrawal, Voluntary Leave of Absence, Dismissal, Suspension

For all the above categories, F-1 students are required to depart the United States. Your current F-1 status is "terminated" in the SEVIS database. You must depart the U.S. within 15 days of your termination

If you are taking a leave of absence for less than five months (one quarter), you may return to the U.S. using your current SEVIS record. You must contact OISS no later than one month prior to your re-entry so that we can request that your F-1 record be reactivated. Please make sure before you travel that you have a valid travel signature on your current I-20, as well as a valid F-1 visa.

If you are taking a leave for more than five months, you will need to request a new initial I-20 to return to the U.S. You will also need to pay a new [SEVIS fee](#) and have a valid F-1 entry visa to return. When you return to the U.S. using your new initial I-20, you must report in person to OISS so that your return to UCSB can be reported to SEVIS. Bring the new I-20, your passport and I-94 card within the first week of your entry to the U.S. This is very important as you will lose your F-1 status if SEVIS is not updated in a timely manner.

### Medical Leave of Absence

The only exception that allows you to stay in the United States without transferring to another school or changing to another non-immigrant status is a medical leave of absence. Once your school has approved a medical leave of absence, you must also receive approval from the International Students and Scholars Office. OISS requires a letter from your physician stating 1) your medical condition, and 2) advising the OISS that you are unable to register as a student. We do not accept letters from Chiropractic Clinics or acupuncturists. If the doctor's letter meets immigration regulations, you are allowed to stay in the United States during the quarter as long as you register for the following semester. Under immigration regulations, only one year of medical leave is allowed per degree level and may be authorized in quarterly increments only.

If you are on a medical leave and depart the United States, you may return using your current documents (valid passport, valid F-1 entry visa and recertified I-20).

### **Important Considerations:**

- If you have not registered during the academic year for any reason other than a sanctioned medical leave of absence, you **will not** be eligible for practical training until you have completed one academic year in F-1 status.
- If you wish to make short-term, temporary visits to the U.S. during the period that you are on leave, suspended or withdrawn from the University, you should not enter in F-1 status but rather on a different visa, such as a B-2 visitor's visa. You may enter in Student Status only if you are returning for the purpose of resuming your studies.
- If you have taken a medical leave in the United States, you are not permitted to engage in any student-based employment in the U.S., whether on-campus or off-campus, until you have been cleared to return to your studies.

## LEAVE OF ABSENCE FORM

Students planning a leave of absence must schedule an appointment to meet with an International Student Advisor the quarter before the planned leave. **Please note that you must be physically outside of the U.S. for the duration of leave.** Be sure you withdraw from any classes you may have registered for during your planned leave. Graduate students must also file a petition for leave of absence with Graduate Division. **You must attach a copy of your airline ticket or flight itinerary showing planned departure date.**

### STUDENT INFORMATION

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

Family/Primary Name
First/Given Name
Middle Name

SEVIS ID: \_\_\_\_\_ PERM #: \_\_\_\_\_

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

Level of Study:  Doctorate     Master     Bachelor     Non-Degree (EAP)

Reason for Leave:  Study Abroad (EAP, Semester at Sea)     Temporary Withdrawal     Medical

Dismissal/Suspension     Other (please specify): \_\_\_\_\_

### LEAVE OF ABSENCE INFORMATION (Check one of the following)

<p><b>I am taking a leave of absence for <u>less than five months</u> (one quarter).</b></p> <p><i>If you are outside of the U.S. for less than 5 months, your current I-20/DS-2019 will be deactivated. <b>Make sure that you have a valid travel signature on your current I-20/DS-2019 prior to your departure.</b> You will also need to submit an official transcript. To reactivate your SEVIS record, please contact OISS with a copy of your airline ticket or itinerary showing your date of return to the U.S. <b>at least one month</b> prior to your return.</i></p>	<p><b>Date of Departure:</b></p> <p>_____</p> <p><b>Date of Return:</b></p> <p>_____</p>
<p><b>I am taking a leave of absence for <u>more than five months</u> (two quarters or more).</b></p> <p><i>If you are outside of the U.S. for more than 5 months, your current I-20/DS-2019 will be terminated. To receive a new I-20/DS-2019, you will need to submit the following <b>at least 2 months</b> prior to your return:</i></p> <ul style="list-style-type: none"> <li>I-20/DS-2019 Request Form</li> <li>Proof of financial support</li> <li>Proof of readmission</li> </ul> <p><i>Once you are issued a new I-20/DS-2019, you:</i></p> <ul style="list-style-type: none"> <li>May not enter the U.S. in F-1 or J-1 status earlier than 30 days before start date on I-20/DS-2019</li> <li>Pay a new SEVIS fee</li> <li>Apply for a new U.S. visa</li> <li>Must be enrolled for one full academic year to be eligible for CPT</li> <li>Must check in, register, and fulfill orientation requirement upon return to the U.S.</li> </ul>	<p><b>Date of Departure:</b></p> <p>_____</p> <p><b>Quarter of Departure:</b></p> <p>_____</p> <p><b>Quarter of Return:</b></p> <p>_____</p>

I certify the above information is accurate to the best of my knowledge. I am aware that I must provide documentation to support my request/claim and it is my responsibility to meet with advisors and other campus offices as appropriate: the Office of International Students & Scholars, my department, the Graduate Division, my undergraduate College, Housing and Residential Services, BARC, Residence Deputy, etc.

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

### OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS AUTHORIZATION

Approved by \_\_\_\_\_ Date \_\_\_\_\_