

Leave of Absence Information

Name: _____ Student ID: _____ Date: _____

Truman Email: _____ Non-Truman Email: _____

*International students may **NOT** take a semester off and remain in the US. All F-1 and J-1 students present in the US **must** be enrolled in courses.*

DEPARTURE:

Semester Taking Off: ___ Fall ___ Spring 20_____

Reason for taking a semester off: _____

Plans for summer 20_____: _____

Date you plan to withdraw from classes: _____ (Check here if not yet enrolled ____.)

*Students who withdraw from classes **must** depart the US within 15 days of the withdrawal date.*

Date you plan to depart the US: _____ (You must depart no later than: _____)

Date CIS will terminate your SEVIS record: _____

*The CIS will **terminate your SEVIS record for "Authorized Early Withdrawal"** provided that you remain in good standing with the University and are not suspended for any reason.*

RETURN:

*Students who wish to return to the US on their **current SEVIS record and I-20** must not be outside the US on a terminated SEVIS record for **more than 5 months**. If you are absent from the US for more than 5 months, you will need a new SEVIS record, a new I-20, proof of a new I-901 payment, and a new visa to re-enter the US in legal F-1 status. Students returning to the US on a SEVIS record that has been reactivated after previously being terminated, may not re-enter the US more than 30 days before classes begin.*

Date you plan to re-enter the US: _____

(You may **not** re-enter the US before: _____ You **must** re-enter no later than: _____)

Any Previous Reduced Course Loads and Reasons: _____

The following things could affect your ability to re-enter the US and/or return to the University after a semester absence:

Poor Academic Standing: _____

Outstanding Balance: _____

Disciplinary / Criminal Issues or Status Violations: _____

Leave of Absence Information

*The CIS needs the following documents from you to request **reactivation of your SEVIS record**:*

- ___ copy of passport
- ___ copy of visa
- ___ copy of I-20 (with updated travel signature)
- ___ copy of I-94
- ___ flight itinerary for departure date (in English)
- ___ flight itinerary for return date (in English)
- ___ proof of visa appointment date (if you need to apply for a new visa before returning)

*You should also notify the CIS that you plan to return to the US on your current SEVIS record and I-20 and remind them to request that SEVP reactivate it **60 days before you re-enter the US**.*

Date you should contact CIS: _____

In order to enroll in classes upon your return you will need to apply for re-admission to the University. The following re-application documents should be submitted to the CIS **2 months before classes begin**.

- ___ online application (CIS website: https://ruby.truman.edu:8443/admin/bzskisapat.p_loginsetup) with “Reapplicant” selected from the drop down menu next to “Applying As”
- ___ if out of the country for more than five months, a new certificate of financial support (CIS website: <http://www.truman.edu/wp-content/uploads/2014/05/Certificate-of-Financial-Support-Updated-Fall-20141.pdf>)
- ___ if out of the country for more than five months, a new bank documents (originals or certified copies)
- ___ official transcripts (if you took any classes elsewhere during your time off from Truman)
- ___ appeal letter requesting academic reinstatement sent to the Academic Standards Committee (if you are suspended)

If you do not submit the above documents to the CIS by the deadlines mentioned above, you could be denied re-entry into the US.

Students returning to the University after a leave of absence who wish to request a reinstatement of their scholarship should submit an appeal to Regina Morin, Associate Vice President for Enrollment Management, at rmorin@truman.edu. Scholarships are not held for students during a leave of absence and reinstatement of the scholarship (for students who otherwise meet the renewal criteria) is subject to the availability of scholarship funds at the time of the student’s return.

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CIS Use Only

Type of Absence	Length of Time	New I-20?	New Visa?	Reapplication?	Financial Documents?	Transcripts Needed?	Other
Pre-Approved LOA to Leave U.S.	Less than 5 months	No	No	Yes	No	Yes - if courses taken elsewhere	
Pre-Approved LOA to Leave U.S.	More than 5 months	Yes	Yes	Yes	Yes	Yes - if courses taken elsewhere	
Approved Withdrawal in a Previous Term	Any	Yes	Yes, if: 1) student left U.S. & 2) time absent from Truman is more than the normal break between terms	Yes	Yes	Yes - if courses taken elsewhere	Proof Student Left U.S. or Proof of Filing for Reinstatement
Unapproved Withdrawal in a Previous Term	Any	Yes	Yes, if: 1) student left U.S. & 2) time absent from Truman is more than the normal break between terms	Yes	Yes	Yes - if courses taken elsewhere	Proof Student Left U.S. or Proof of Filing for Reinstatement
Out of Status for Any Reason	Any	Yes	No	Yes	Yes	Yes - if courses taken elsewhere	Proof of Filing for Reinstatement
NOTE: Requiring that all students complete the reapplication process protects the ISAO and Truman by verifying legal immigration status and stopping students with academic and mental health/behavioral issues from automatically returning to Truman.							

Readmission Procedure

Applicant must reapply online as a readmit.

Upon Return, Admissions Coordinator should:

- ☐ Verify academic admissibility - check Banner & check with Provost's Office (N/A for students on Authorized early withdrawal)
- ☐ Verify behavioral admissibility – check Banner, check student file, check with other pro staff and possibility
 - Student Affairs
- ☐ Verify financial admissibility – check Banner, check with Student Accounts, and check with Melanee &/or Student
 - Accounts for Loans

Once approved Admissions Coordinator will:

- E-mail student informing them of re-admission and/or requesting transferring of SEVIS record from previous school (after current semester is over).
- If readmitted student is traveling out of the country, make arrangements to send new I-20 to student.