



# Leave of Absence (LOA) Request

**SECTION I—TO BE COMPLETED BY STUDENT** (please PRINT legibly all information requested):

TODAY'S DATE: \_\_\_\_\_

LAST/FAMILY NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ SEVIS NUMBER: \_\_\_\_\_

FIRST DATE OF ATTENDANCE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MAJOR: \_\_\_\_\_ DEGREE OBJECTIVE:  BACHELORS  
 MASTERS

EXPECTED GRADUATION DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCAL U.S. ADDRESS: \_\_\_\_\_

This form must be approved by a DSO prior to the student initiating the Leave of Absence from the academic department. Once copy should be given to the academic department and the original stays with International Student Services. Students should also keep a copy for their own records. LOAs are only granted on a semester by semester basis. If you need more than one semester of leave, you must reapply.

**All students on a Leave of Absence MUST report to a DSO immediately after re-entry to the U.S. for status verification.**

Students whose Leave of Absence will exceed 5 months must:

1. Request a new I-20 from a DSO 3 months prior to intended return date (ISS@webber.edu)
2. Pay the SEVIS I-901 fee
3. Apply for a new F-1 visa even if the current F-1 visa is still valid
4. Enter the U.S. no earlier than 30 days prior to the start date on the new I-20

Students who will be absent from the U.S. for more than 5 months will be ineligible for CPT/OPT during the first academic year upon arrival as they will be entering on an initial (new) I-20 record.

Leave of Absence requested for the following semester:  Fall \_\_\_\_  Winter \_\_\_\_  
 Spring \_\_\_\_  Summer \_\_\_\_

Departure Date from the U.S.: \_\_\_\_\_ Re-entry Date to the U.S.: \_\_\_\_\_

The Student:  is returning to home country  has documented medical reasons for LOA (attached)

\_\_\_\_\_  
ACADEMIC ADVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DSO SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE