



International Student Services

ISS LEAVE OF ABSENCE FORM

I, _____, will apply for a Leave of Absence from Mohawk Valley Community College. I understand that I must contact my academic advisor to determine if I am eligible for a Leave of Absence. If I am eligible, my Academic Advisor will assist me in completing the necessary paperwork, which I must then submit to the ISS office.

_____ I confirm that I have received and carefully read ISS's "Leave of Absence" handout.

I understand that:

_____ An approved Leave of Absence obligates me to depart the U.S. and not return until the beginning of the next semester when I will enroll at MVCC unless: 1) I will be on a medical Leave of Absence, or 2) I will maintain my F-1 student status by requesting a SEVIS transfer to another U.S. educational institution and immediately enrolling as a full-time student there.

_____ When my Leave of Absence is approved, my SEVIS record will be terminated unless I am on a medical Leave of Absence and receiving treatment inside the U.S.

_____ If I have an I-94 card, I must surrender it to either the airline authorities or a U.S. border official when I depart the U.S. **Note: Be sure to keep your I-20.**

_____ Two to three months before I plan to resume my studies at MVCC, I must contact ISS. Note: If you are outside the U.S. for less than 5 months, ISS will reactivate your I-20. If you are outside the U.S. for more than 5 months, ISS must issue you a new I-20. In that case, you must submit new financial documents to ISS, pay the SEVIS fee and apply for a new U.S. Visa.

_____ If I will return to the U.S. during a summer term, I must enroll in at least 6 credits during the first semester session in which I will return. (All six credits must be in the same summer session.) If six credits are not available during the same summer term, then I cannot take summer classes and will have to return to MVCC during the fall semester.

_____ The Leave of Absence application is not a "Drop/Add" form. I must take steps to drop or resign my classes by the published "last day to drop without financial penalty." If I do not drop my classes before this date, I will have to pay any tuition or fees that I owe to MVCC. For more information on tuition liability deadlines visit _____

_____ My date of departure from the U.S. is/was: _____ (date)

I further understand that, if I do not depart the U.S. or maintain my F-1 student status, I can be subject to arrest, detention or deportation by the U.S. Department of Homeland Security.

Student Signature: _____ Date: _____

M Number: _____ Non-MVCC Email Address: _____