



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

Leave of Absence (F-1 only)

Your F-1/J-1 status is based on your full-time enrollment. If you are not going to be enrolled in courses full-time, you will need to take some kind of immigration action and must notify ISO as soon as possible. If you are taking a leave of absence, **contact ISO and fill out the LOA form**. If you fail to notify ISO about your leave, even after arranging a leave with your department, your SEVIS record will be terminated for "**Failure to Enroll**" and this could have serious consequences if you want to visit, study or work in the U.S. in the future.

Important Considerations:

- **F-1 Students:** If you take a leave of absence for **less/more than 5 months**, you will not be eligible for OPT until you have completed an academic year (3 terms) enrollment after your return from your leave. Your record will be terminated during your leave.
- If your leave is for a documentable **medical reason**, you can be authorized for a reduced course load based on medical conditions, and your SEVIS record will remain active.
- If your leave will be more than 5 months (more than 5 months in between enrollments), you will be required to obtain a new Initial I-20.

How to Apply for a Leave of Absence:

1. Student schedules an appointment with an ISO advisor to discuss LOA
2. Submit the Form

After submitting this form, **your SEVIS record will be terminated** for "**Authorized Early Withdrawal**", which will not adversely affect your immigration record. The exact date of the termination will be based on the date you indicate on this form.

3. Contact the International Student Office if you have any questions
4. Depart the country within 15 days of the termination date (for "Authorized Early Withdrawal" only). You cannot be in the U.S. with a terminated record.



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Returning from a Leave of Absence

F-1 students returning from a leave of *fewer* than 5 months:

If the gap in your enrollment will be fewer than five months, ISO can usually request that your F-1 status is 'reactivated' by the government. Reactivation allows you to maintain your OPT/CPT eligibility and use the same I-20 and visa (if not expired).

1. Contact the Office of Admission
2. Contact the ISO for the returning from a leave of absence (less than 5 months) up to 60 days
3. Confirm you have a valid travel signature on page 2 of your I-20. If not, please submit a travel request form.
4. Check your email regularly
5. Re-enter the US with all required travel documents (F-1 visa, F-1 record set back to active)
6. When you come back from a leave of more than 5 months, you will receive a new, 'Initial' F-1 record, pay SEVIS fee". This means you are required to be enrolled full-time for one, full-time academic year before you are eligible for annual vacation.
7. Submit the following documents to ISO: Copy of I-20, valid passport, F-1 visa, and I-94