



521 Lancaster Avenue • Whitlock 455, CPO 69

Richmond, KY 40475

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<http://www.international.eku.edu>

LEAVE OF ABSENCE AND WITHDRAWAL INFORMATION FOR F-1/J-1 STUDENTS

OVERVIEW: Taking a leave of absence or withdrawing from school in the fall and spring semester means you are not a registered student, and therefore, your SEVIS record will be **terminated** for “authorized early withdrawal”. Unless you apply for a change of status, you cannot remain in the U.S. beyond 15 days of filing for a Leave of Absence or withdrawal, except if you are authorized for a medical Leave of Absence.

LEAVE OF ABSENCE: Leave of absence means you are taking a break from your studies at Eastern Kentucky University temporary and departing the U.S., but intend to return to resume your studies at Eastern Kentucky University in the future. There are two kinds of leave of absence, namely:

Leave of Absence from the U.S. of Less than Five (5) Months: If you are taking a leave of absence for less than 5 months, you may return to the U.S. with your current I-20 or DS-2019, a valid visa and a valid travel signature. Therefore, get travel signature on your I-20/DS-2019 before you leave. Your SEVIS record will be **temporarily** terminated upon approval of your leave of absence by OISSS.

Please contact OISSS at **least 60 days** prior to your return so that we can request reactivation of your SEVIS record. Do not attempt to enter the U.S. until after you get confirmation from us that your SEVIS record has been reactivated.

Leave of Absence from the U.S. of More than Five (5) Months: If you are taking a leave of absence for more than 5 months, you will need to contact OISSS at **least 60 days** to request a new I-20 or DS-2019, pay a new SEVIS fee and obtain a new visa before returning to Eastern Kentucky University. Your current SEVIS record will be **permanently** terminated and will no longer be valid after being outside the U.S. for more than five months.

Upon your return to the U.S. within the first week, you must bring your new I-20/DS-2019, your passport, I-94 record and new U.S. address to OISSS so that your return to ECU is reported in SEVIS.

WITHDRAWAL: Withdrawal means you are leaving and do not intend to return to resume your studies at Eastern Kentucky University in the future and you will be departing the United States. Please complete

LEAVE OF ABSENCE AND WITHDRAWAL PROCEDURES

1. Complete and return the Leave of Absence and Withdrawal Form to the Office of International Student and Scholar Services.
2. Meet with an OISSS international student advisor and bring the form you have completed to your meeting with the advisor. You can also submit the form in advance via email to international@eku.edu before the meeting.
3. Meet with your academic advisor to discuss the academic implications of taking a leave of absence or withdrawing from studies and request withdrawal from classes if necessary.
4. Submit a copy of your travel itinerary to verify your scheduled date of departure from the U.S.



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LEAVE OF ABSENCE AND WITHDRAWAL FORM

PERSONAL INFORMATION

Name: _____
Family/Last First name Middle
EKU ID#: _____ SEVIS ID#: _____
Phone: _____ Email: _____
Immigration Status: F-1 J-1. Educational Level: Graduate Undergraduate
Major: _____

REASON FOR WITHDRAWAL OR LEAVE OF ABSENCE (PLEASE CHECK ONE)

- Withdraw from EKU (Do not intend to return to EKU or any other U.S. institution to study).
- Take personal leave of absence (Outside U.S. for more than 5 months)
- Take personal leave of absence (Outside U.S. for less than 5 months)
- Take medical leave of absence (Attach Reduced Course Load Form and your doctor's letter)
- Other reason (please specify): _____

TRAVEL INFORMATION

Expected Departure Date: _____ Expected Return Date (if applicable): _____

I have reviewed the information on this form and discussed it with an International Student Advisor. I understand the repercussions of my temporary absence from the United States or withdrawal from EKU and will comply with the requirements described above.

Student Signature: _____ Date: _____

For Office Use Only:

Approved: Yes No. By (DSO): _____ SEVIS Updated: Yes No
Student Notified: By E-mail By Phone In person on: _____ Copy of SEVIS form given to student