

# Leave Request Form

## International Programs

4000 East 30<sup>th</sup> Avenue, Eugene, OR 97405-0640

T: 541-463-3434 F: 541-463-4152 <http://www.lanecc.edu/international/>

### To be completed by student

Last name (family): \_\_\_\_\_ First Name (given): \_\_\_\_\_ Lane ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Level:  ESL  Credit

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Reason for Departure

Due to Student and Exchange Visitor Information System (SEVIS) reporting requirements, we ask that you inform International Programs office (IP) of the dates and terms in which you plan to do any of the following:

**Please indicate the type of leave you are requesting (please select one)**

	<p><b>1. Travel temporarily - out of the USA</b> (will return for next term)</p> <p>Departure date: ____/____/____ Expected return date: ____/____/____ Where to? _____</p>
	<p><b>2. Vacation term / Leave of absence - out of the USA</b> (will return after vacation term)</p> <p><u>Please note that absences of more than 5 months will require a new SEVIS record and I-20 / bring your I-20</u></p> <p>Departure date: ____/____/____ Expected return date: ____/____/____ Where to? _____</p>
	<p><b>3. Vacation term - in the USA</b> (requires international student advisor approval and health insurance)</p> <p>Term _____ Year _____ Insurance required _____</p>
	<p><b>4. Transfer to a new school</b> Expected transfer date: ____/____/____</p> <ul style="list-style-type: none"> <li>• <u>Must complete current term / SEVIS cannot be transferred until the end of term</u></li> <li>• <u>Must submit <input type="checkbox"/> admission letter and <input type="checkbox"/> transfer form from new school</u></li> <li>• <u>Tuition must be fully paid</u></li> </ul> <p>School Name _____ Did you complete your Lane degree: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p><b>5. Exiting the US</b> Departure date: ____/____/____</p> <p><input type="checkbox"/> Depart from the USA without completing program or degree / Request termination of my SEVIS record (Must leave the USA within 15 days)</p> <p><input type="checkbox"/> Graduating (Must leave the USA within 60 days)</p>
	<p><b>6. I intend to apply or have applied for a Change of Status and request termination of my SEVIS record</b></p>

### International Programs office use only

Departure: Approved \_\_\_\_\_ Atlas \_\_\_\_\_ TSICRV \_\_\_\_\_ SEVIS \_\_\_\_\_

Classes dropped \_\_\_\_\_ Contract info changed \_\_\_\_\_ Work at Lane? \_\_\_\_\_ SOAHOLD \_\_\_\_\_

Term/reactivate \_\_\_\_\_ SFAREGS \_\_\_\_\_ (12 CR min. & Z residence code) Diploma cover \_\_\_\_\_