Leave Request Form

International Programs
4000 East 30th 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)

1. **Travel temporarily - out of the USA** (will return for next term)
   - Departure date: ___/___/___  Expected return date: ___/___/___  Where to? ______________

2. **Vacation term / Leave of absence - out of the USA** (will return after vacation term)
   - Please note that absences of more than 5 months will require a new SEVIS record and I-20 / bring your I-20
   - Departure date: ___/___/___  Expected return date: ___/___/___  Where to? ______________

3. **Vacation term - in the USA** (requires international student advisor approval and health insurance)
   - Term _________  Year _________________  Insurance required _________________

4. **Transfer to a new school**  Expected transfer date: ___/___/___
   - Must complete current term / SEVIS cannot be transferred until the end of term
   - Must submit □ admission letter and □ transfer form from new school
   - Tuition must be fully paid
   - School Name_____________________________  Did you complete your Lane degree: □ Yes □ No

5. **Exiting the US**  Departure date: ___/___/___
   - □ Depart from the USA without completing program or degree / Request termination of my SEVIS record
     (Must leave the USA within 15 days)
   - □ Graduating (Must leave the USA within 60 days)

6. **I intend to apply or have applied for a Change of Status and request termination of my SEVIS record**

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 _________