



Notification of Non-summer Vacation Quarter

SECTION A: To Be Completed By Student

LAST (FAMILY) NAME	FIRST NAME	DU ID#
IMMIGRATION STATUS <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> Other _____	Please check one of the following: <input type="checkbox"/> I intend to remain in the United States during my non-summer vacation quarter. <input type="checkbox"/> I intend to be outside the United States during my non-summer vacation quarter. When do you plan to leave the United States? (mm/dd/yyyy): ____/____/____	

Contact information during your non-summer vacation quarter	Fax or Phone Number	Email Address
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Reporting a non-summer vacation term for: Fall Winter Spring Year: _____

REASON FOR NON-SUMMER VACATION

SECTION B: For Review with International Student Advisor

I have reviewed the information I have given on this form and have discussed the below topics with an ISSS advisor. I understand the implications of taking a non-summer vacation quarter and will comply with the requirements outlined on this form.

STUDENT SIGNATURE	DATE
ADVISOR SIGNATURE	DATE

Leave of Absence

- **Graduate students:** inform your department and submit an *Application for Leave of Absence for Graduate Students* to Graduate Studies (see Policies and Forms-Leave of Absence at <http://www.du.edu/learn/graduates/studentresources.html>).
- **Undergraduate students:** complete the Withdrawal/Stop-Out process with Undergraduate Academic Advising (see Withdrawal from the University under Advising and Registration at <http://www.du.edu/registrar/academicpolicies/index.html>).

Registration if remaining in the U.S. during a non-summer vacation quarter

- You must have been enrolled full-time the previous summer quarter or you must enroll full-time in the coming summer quarter.
- You must register for the quarter following your non-summer vacation quarter.

Registration if leaving the U.S. during a non-summer vacation quarter

You must enroll in the next term following your non-summer vacation quarter.

Loss of DU Benefits - Taking a non-summer vacation quarter may make you ineligible for certain DU benefits during the vacation quarter and possibly for the rest of the academic year. These benefits may include campus housing, library and Richie Center privileges, health insurance, the EcoPass and possibly others. Please speak with the appropriate campus offices for verification.

Employment - Your employment eligibility is the same as during a summer vacation quarter, however certain on-campus work awards may require enrollment. Speak to your employer about this.

Completion date on I-20 or DS-2019 - You are expected to finish your academic program by the date listed on your I-20 or DS-2019.

Returning to the U.S. - You need a valid passport, a valid entry visa, and an I-20 or DS-2019 with a valid travel signature.

<p>For office use only:</p> <ul style="list-style-type: none"> • Give copy of form to student; • Give original form to graduate student worker to be scanned into fsaAtlas; • Create <i>Non-summer Vacation Quarter</i> task for SEVIS Coordinator; • Mark vacation term field under Custom tab in fsaAtlas. <p style="text-align: center;">ISA processed: ____/____/____ GA processed: ____/____/____</p>
