Notification of Non-summer Vacation Term

For Office Use Only

<table>
<thead>
<tr>
<th>Assigned to</th>
<th>Processing Checklist</th>
<th>Processing Notes</th>
</tr>
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<tbody>
<tr>
<td>☐ KA</td>
<td>☐ LW</td>
<td>☐ Enrollment checked by ______</td>
</tr>
<tr>
<td>☐ LB</td>
<td>☐ MA</td>
<td>☐ GA processed ___ / ___ / ___</td>
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<td>☐ TK</td>
<td>☐ ISA processed ___ / ___ / ___</td>
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</tbody>
</table>

SECTION A: To Be Completed By Student

<table>
<thead>
<tr>
<th>LAST (FAMILY) NAME</th>
<th>FIRST NAME</th>
<th>DU ID#</th>
</tr>
</thead>
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IMMIGRATION STATUS
☐ F-1
☐ J-1
☐ Other ______

Please check one of the following:
☐ I intend to remain in the United States during my non-summer vacation term.
☐ I intend to be outside the United States during my non-summer vacation term.

When do you plan to leave the United States? (mm/dd/yyyy): ___/___/_____

Contact information during your non-summer vacation term

Phone Number __________________________ Email Address __________________________

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. I understand the implications of taking a non-summer vacation term and will comply with the requirements outlined on this form.

STUDENT SIGNATURE __________________________ DATE ____________

Eligibility
• You must complete three quarters or two semesters of full-time enrollment before you are eligible for a non-summer vacation term.
• You must intend to enroll full-time in the term following the non-summer vacation term.
• You cannot have more than one vacation term in a calendar year.

Leave of Absence
• Graduate students: inform your department and submit an Application for Leave of Absence for Graduate Students to Graduate Studies (http://www.du.edu/media/documents/graduates/personalleave.pdf).
• Undergraduate students: complete the Leave of Absence process with Undergraduate Academic Advising (see Leaving or Re-Entering the University – Leave of Absence at http://www.du.edu/studentlife/advising/forms.html).

Withdrawal - If you are already enrolled in classes for the quarter during which you will take a non-summer vacation term, you must withdraw from the classes you will no longer take by following the Registrar’s withdrawal procedure, http://www.du.edu/registrar/registration/withdrawal.html.

Loss of DU Benefits - Taking a non-summer vacation term may make you ineligible for certain DU benefits during the vacation term 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 term, 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.

For office use only:
☐ ISA approves non-summer vacation term ISA Signature __________________________ Date: ____________
☐ ISA copied form for ISSS and gave original to student Yes ☐ No ☐
☐ Give to SEVIS Coordinator for monitoring

Revised 7.22.2015