

NOTIFICATION OF TEMPORARY ABSENCE FROM THE U.S.

Section A: Student Information	
LAST (FAMILY) NAME in Passport:	FIRST NAME in Passport:
DATE OF BIRTH (mm/dd/yyyy)	DU ID Number:
<p>I hereby authorize the release of any information necessary for this request and authorize any changes needed to complete my request.</p> <p>I have reviewed the information I have given on this form and I have discussed the topics listed below with an ISSS advisor. I understand the implications of my temporary absence from the U.S. and will comply with the requirements outlined on this form.</p>	
STUDENT SIGNATURE:	DATE:

ISSS sends all official communications, including important information about your immigration status, to your official @du.edu email address. It is important that you check this account regularly. For information regarding your DU e-mail, visit <http://www.du.edu/uts/helpdesk/docs/email.html>.

SECTION B: Details about Temporary Absence	
Please check one of the following:	<input type="checkbox"/> I intend to be absent from the U.S. less than 5 months. <input type="checkbox"/> I intend to be absent from the U.S. more than 5 months.
My temporary absence from U.S. will be for (check all that apply): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	
When do you plan to leave the United States? (mm/dd/yyyy): ____/____/____	
Reason for Absence:	
Contact information while you are absent:	Phone Number : _____ Email Address: _____

SECTION C: International Student Advisor Check List	
_____ International Student Advisor has approved Temporary Absence _____ ISA copied form and gave original to student _____ Give copy to Graduate Assistant to scan into ISSM _____ Create <i>Terminate SEVIS Record</i> task for SEVIS Coordinator to process termination once student has dropped classes _____ Create <i>Temporary Absence Monitoring</i> task for SEVIS Coordinator	
ADVISOR SIGNATURE:	DATE:

FOR OFFICE USE ONLY		
Assigned To:	Processing Checklist:	Processing Notes
_____	<input type="checkbox"/> Enrollment checked by _____ <input type="checkbox"/> GA processed ____ / ____ / ____ <input type="checkbox"/> ISA processed ____ / ____ / ____	

Temporary Leave of Absence

An F-1 student who needs to temporarily stop their studies at the University and leave the United States but who is not eligible for a vacation term ([link](#)) or a reduced course load for medical reasons ([link](#)), may qualify for a Temporary Leave of Absence. It is important to speak with ISSS to review all available options. NOTE: Students who have been suspended by the University are not eligible for a temporary absence.

To qualify for a temporary leave of absence, the student must inform ISSS of the need to drop classes BEFORE submitting a request to the Registrar to withdraw from classes.

Once a student submits their temporary absence request to ISSS, the student's SEVIS record will be terminated for Authorized Early Withdrawal. The student must depart the U.S. within fifteen days. A student cannot reenter the U.S. on a terminated SEVIS record.

If the student will be outside the U.S. for **less than five months** and will return to resume their studies at the University of Denver, it may be possible for the student's SEVIS record to be reactivated. **(See OPTION 1 below)**

If the student's absence from the U.S. will be **greater than five months**, the student must contact ISSS (iss@du.edu) to request a new Initial Attendance I-20 which will have a different SEVIS ID. **(See OPTION 2 below)**

IMPORTANT REMINDERS

Employment - All employment authorization ends on the date the student drops their classes or on the date their SEVIS record is terminated, whichever comes first.

Loss of DU Benefits – Withdrawal from classes may make the student immediately ineligible for certain DU benefits such as campus housing, library and Ritchie Center privileges, health insurance, and the RTD EcoPass. Please speak with the appropriate campus offices for verification.

Academic Notification of Leave - The student must also complete the leave of absence process for their academic program.

Undergraduate student: complete the leave of absence process with Undergraduate Academic Advising (see *Leave of Absence* at <http://www.du.edu/studentlife/advising/policies-forms/>).

Graduate student: inform your department and complete the leave of absence process with the Office of Graduate Studies (see *Policies and Forms* at <http://www.du.edu/learn/graduates/studentresources.html>).

Proof of Departure – It is recommended that the student keep evidence of their departure from the U.S. such as the boarding pass for an international flight or the arrival stamp into another country.

OPTION 1 – RETURN FROM ABSENCE LESS THAN 5 MONTHS OUTSIDE U.S.

If the student plans to resume studies at the University and the absence from the U.S. will be less than five months, ISSS can submit a request to the SEVIS Resource Center to reactivate the student's SEVIS record. The SEVIS reactivation request cannot be made more than **60 days before the start of classes** for the quarter or semester in which the student plans to reenroll for full-time study.

To start the reactivation process, the student should email ISSS (iss@du.edu) to confirm plans to return to DU. The email needs to state which quarter or semester they are going to resume studies. The student should also indicate the date of travel, if they have already bought plane tickets to return to the U.S. The student should not attempt to reenter the U.S. until ISSS confirms that the F-1 SEVIS record has been returned to Active status.

The student must also contact the academic program to determine if there is a re-entry process to complete when returning from a leave of absence.

The student should not reenter the U.S. more than 30 days prior to the start of classes.

OPTION 2 – RETURN FROM ABSENCE MORE THAN 5 MONTHS OUTSIDE U.S.

If a student is outside the United States for more than five months, it is not possible to reactivate their SEVIS ID. The student will need a new Initial Attendance I-20 with a new SEVIS ID in order to return to the U.S and resume studies.

The student must contact ISSS and request the new I-20 at least two months before the scheduled return to the U.S. Once the new I-20 has been prepared, the document will be mailed to the student (<http://www.du.edu/iss/media/documents/forms/mpua.pdf>).

Once the new I-20 has been received, the student must pay the I-901 SEVIS fee for their new SEVIS ID (<https://www.ice.gov/sevis/i901>). And, if the F-1 visa in the passport has expired, the student will need to apply for a new F-1 visa.

The student cannot reenter the U.S. more than 30 days prior to the I-20 Program Start Date.