

### NOTIFICATION OF NON-SUMMER VACATION TERM

Section A: Student Information	
LAST (FAMILY) NAME in Passport:	FIRST NAME in Passport:
DATE OF BIRTH (mm/dd/yyyy)	DU ID Number:
I hereby authorize the release of any information necessary for this request and authorize any changes needed to complete my request. 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:
Reporting a non-summer vacation term for: Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	
Reason for Non-summer Vacation:	
Please check ONE: <input type="checkbox"/> I intend to <b>remain in the United States</b> during my non-summer vacation term. <input type="checkbox"/> I intend to be <b>outside the United States</b> during my non-summer vacation term and I <b>plan to leave the United States on</b> (mm/dd/yyyy): ____/____/____	

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: For Review with International Student/ Scholar Advisor
<p><b>Eligibility</b></p> <ul style="list-style-type: none"> <li>You must complete three quarters or two semesters of full-time enrollment before you are eligible for a non-summer vacation term.</li> <li>You must intend to enroll full-time in the term following the non-summer vacation term.</li> <li>You cannot have more than one vacation term in a calendar year.</li> </ul> <p><b>Leave of Absence</b></p> <ul style="list-style-type: none"> <li><b>Graduate students:</b> inform your department and submit an <i>Application for Leave of Absence for Graduate Students</i> to Graduate Studies (<a href="http://www.du.edu/media/documents/graduates/personalleave.pdf">http://www.du.edu/media/documents/graduates/personalleave.pdf</a>).</li> <li><b>Undergraduate students:</b> complete the Leave of Absence process with Undergraduate Academic Advising (see Leaving or Re-Entering the University – Leave of Absence at <a href="http://www.du.edu/studentlife/advising/forms.html">http://www.du.edu/studentlife/advising/forms.html</a>).</li> </ul> <p><b>Withdrawal</b> - 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, <a href="http://www.du.edu/registrar/registration/withdrawal.html">http://www.du.edu/registrar/registration/withdrawal.html</a>.</p> <p><b>Loss of DU Benefits</b> - 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.</p> <p><b>Employment</b> - 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.</p> <p><b>Completion date on I-20 or DS-2019</b> - You are expected to finish your academic program by the date listed on your I-20 or DS-2019.</p> <p><b>Returning to the U.S.</b> - You need a valid passport, a valid entry visa, and an I-20 or DS-2019 with a valid travel signature.</p>

SECTION C: To be Completed by International Student/Scholar Advisor		
___ ISSS Approves Non-summer Vacation Term	___ Copied form for ISSS and gave original to Student	___ Give to SEVIS Coordinator for Monitoring
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 ____ / ____ / ____	