

## F-1 Student Leave of Absence (LOA) Request Form

**Important Notes:**

- International students in F-1 status are required to enroll full-time at Cedar Crest College every semester unless they are eligible for a vacation term (Summer/Winter) or authorized Reduced Course Load (RCL). If you decide to return to your home country for one or more semesters, you must consult with International Student Services before you initiate the Leave of Absence from the Registrar’s Office or the academic department.
- If a doctor is advising that you must take time off or withdraw from your studies for health/medical treatment reasons, contact International Student Services for advice. The LOA form may not be the correct form for your situation.

<b>Student Information</b>	
Last Name:	First Name:
CCC ID#	SEVIS ID#
Expected Graduation:	I-20 Expiration Date:
CCC Email:	Phone number:
Personal Email:	
Physical Address in the U.S.:	
<b>Leave of Absence Information</b>	
Leave of Absence requested for the following semester(s):	
_____	
Please briefly explain the reason why you want to take a Leave of Absence from Cedar Crest College:	
_____	
_____	
_____	
<b>I understand:</b>	
<ul style="list-style-type: none"> <li>• <i>This form only affects my immigration status. I need to contact my academic department or faculty advisor with questions about my academic status. I need to contact Registrar’s Office about withdrawal/leave of absence and complete necessary applications.</i></li> <li>• <i>My SEVIS record (I-20 form) will be terminated. Termination means my I-20 will no longer be valid, and I must leave the U.S. within 15 days of the SEVIS termination date.</i></li> <li>• <i>Leaving the U.S. on time after being terminated is enforced by the U.S. Department of Homeland Security.</i></li> <li>• <i>I must stop participating in any F-1 work programs (examples: on-campus employment, CPT, OPT).</i></li> <li>• <i>I cannot use my current I-20 to reenter the U.S. unless it is reactivated.</i></li> <li>• <b><i>When I decide to come back to Cedar Crest College, I will contact International Student Service at <a href="mailto:internationalservices@cedarcrest.edu">internationalservices@cedarcrest.edu</a> two months before the semester starts. I will ask the DSO to reactivate my terminated SEVIS record or mail me an initial SEVIS record on a new I-20.</i></b></li> </ul>	
Signature: _____ Date: _____	