

LEAVE OF ABSENCE FORM

FOR INTERNATIONAL STUDENTS & SCHOLARS AT OLD DOMINION UNIVERSITY

Please inform ISSS **before you leave** so we can update our records and your SEVIS record appropriately. Failure to keep ISSS informed will result in an invalid I-20/DS-2019. **This form should only be used if you will be away from ODU for a semester or longer AND you plan to return for your studies.** If you will not be coming back to resume your program, please submit the Program Departure Form instead.

Name _____ UIN _____ SEVIS ID N _____

Address (incl. city, state, ZIP) _____

Phone(s) _____ Visa Status F-1 J-1 Other _____

Level Bachelors Masters Doctorate Doctorate Major _____

I WILL: (select one)

- leave the U.S. on _____ (date) and plan to return to the US on or about _____ (date) to complete my studies. The reason for my absence is _____ (a very general statement is fine (e.g. illness in my family)).
- be out of the country, pursuing research towards my ODU degree from _____ (date) until _____ (date).
- be out of the country participating in a study abroad program in _____ (country), and this program will run from _____ (date) until _____ (date). I will be registered for _____ (number) credit(s).

- If you are **out of the U.S. for a semester or longer**, you will need to re-activate your student file with the University. NOTE: This does **not** apply to Study Abroad program participants.
 - If you did not take any classes during your absence, you simply need to submit a new admission application form (no fee is required).
 - If you took classes here or overseas during your absence, please submit a new admission application form (no fee required) and official transcripts.
- If you are **out of the U.S. for five or more months**, you will need to re-new your F-1 status with a new I-20 and a new visa stamp from an American consulate. Please request one via the **Online Forms** section of the ISSS web site. New, original financial documentation will be necessary. NOTE: This does **not** apply to Study Abroad program participants, but it **may** apply to those doing research.
- You can re-enter the U.S. within 30 days of the start of the coming semester you will attend.

With my signature below, I certify that I will contact ISSS should the above information change, or if I have any questions about a leave of absence.

Signature _____ Date _____



International Student & Scholar Services at Old Dominion University
Barry House/Powhatan F1 ✦ 4701 Powhatan Avenue ✦ Norfolk, VA 23508

T: 757.683.4756 ✦ F: 757.683.6198 ✦ E: intlstu@odu.edu



Estimated Processing Time: 5 business days
An e-mail will be sent to your ODU student e-mail account when your form has been processed.