

## Leave Request Form

### International Programs

4000 East 30<sup>th</sup> Avenue, Eugene, OR 97405-0640

T: 541-463-3434 F: 541-463-4152 <http://www.lanecc.edu/international/>

### To be completed by student

Last name (family): \_\_\_\_\_ First Name (given): \_\_\_\_\_

Lane ID#: L00 Email Address: \_\_\_\_\_

Level: ☐ ESL ☐ Credit Major \_\_\_\_\_

Please log into myLane and update your future contact information.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Reason for Departure

Due to Student and Exchange Visitor Information System (SEVIS) reporting requirements, we ask that you inform International Programs office (IP) of the dates and terms in which you plan to do any of the following:

**Please indicate the type of leave you are requesting (please select one)**

|    |  |
|----|--|
| 1. | <b>Out of the USA to travel temporarily</b> (will return for next term)<br>Departure date: ____/____/____ Expected return date: ____/____/____ Where to? _____   |
| 2. | <b>Out of the USA full vacation term / Leave of absence</b> (will return after vacation term)<br><u>Please note that absences of more than 5 months will require a new SEVIS record and I-20 / bring your I-20</u><br>Departure date: ____/____/____ Expected return date: ____/____/____ Where to? _____  |
| 3. | <b>In the USA vacation term</b> (requires international student advisor approval and health insurance)<br>Term _____ Year _____  |
| 4. | <b>Transfer to a new school</b> Expected transfer date: ____/____/____<br><ul style="list-style-type: none"> <li>• <u>Must complete current term / SEVIS cannot be transferred until the end of term</u></li> <li>• <u>Must submit admission letter and transfer form from new school</u></li> <li>• <u>Tuition must be fully paid</u></li> </ul> School Name: _____ Did you complete your Lane degree: ____Yes ____No |
| 5. | <b>Exiting the US</b> Departure date: ____/____/____<br><input type="checkbox"/> Depart from the USA without completing program or degree / Request termination of my SEVIS record (Must leave the USA within 15 days)<br><input type="checkbox"/> Graduating (Must leave the USA within 60 days)<br><input type="checkbox"/> Leave the USA and discontinue my OPT (I20 will be terminated)                            |
| 6. | I intend to apply or have applied for a Change of Status and request termination of my SEVIS record  |

International Student and Faculty Services use only

Departure: Approved \_\_\_\_\_ Denied \_\_\_\_\_ ISIS \_\_\_\_\_ SEVIS \_\_\_\_\_ TSICRV \_\_\_\_\_