Applying for a Leave of Absence/Withdrawal:

- Complete the Leave of Absence/Withdrawal form. Schedule an appointment with ISS and bring this form.
- Pay all outstanding balances due to UST.
- Once approved by ISS, withdraw from all classes at UST
  - If applying for a Leave of Absence/Withdrawal at the beginning of the semester, bring this form to ISS by the last day to drop classes for the current semester.
  - If you have passed the deadline for withdrawing from classes, you must visit the Registrar to withdraw from your classes.
- Please also complete the following Student Withdrawal/Interruption Form with the Registrar’s office
- You must depart the U.S. within 15 days of submitting this form.

Re-entry after Leave of Absence:

- If your absence from the U.S. is less than 5 months, you must notify ISS at least 30 days prior to your return. Your SEVIS record must be re-activated before you may re-enter the U.S.
- If your absence from the U.S. will exceed 5 months, you must notify ISS at least 3 months prior to your return and submit updated financial documents to receive a new I-20. You may re-enter the U.S. up to 30 days prior to the program start date on your new I-20.
  Note: Department of State advises students to apply for a new visa at a US Consulate or Embassy before re-entry if returning from a leave of greater than five months with an initial attendance I-20, even if the current visa appears active. You must also pay a new SEVIS fee.

- All international students returning from a leave of absence: You must check-in with ISS after returning. Bring I-20, passport and I-94 card so we can update your SEVIS record.

1. To be completed by student:

   First Name: ______________________ Last Name: ______________________

   UST ID#: ______________________ Email: ______________________

   Date of departure ______________________

   I am applying for:
   _____ Leave of Absence (out of U.S. less than 5 months)
   _____ Leave of Absence/Withdrawal (out of U.S. more than 5 months)

   ____________________________________________  ________________
   Student Signature                                Date

2. To be completed by ISS:

   _____ Approval of Leave of Absence/Withdrawal
   _____ Update GOAINTL

   ____________________________________________  ________________
   International Student Services Signature       Date