

University of Nebraska- Kearney (UNK)

Office of International Education- Ockinga Seminar Center

2504 19th Ave, Welch Hall Kearney NE 68849 ■ 308-865-8953

Leave of Absence Awareness and Information Form

F-1 students wishing to take a personal/academic Leave of Absence **must** file all necessary paperwork with the appropriate university office **and** with the Office of International Support Services. If the personal/academic *Leave of Absence* is approved, the student is required to leave the United States and remain outside the U.S. for the duration of the entire academic semester.

Since F-1 status is based on presence within the U.S., students approved for a *Leave of Absence* will have their SEVIS immigration record terminated. Depending on the amount of time the SEVIS record is in terminated status, ISS may be able to request that Immigration change the record back to active for re-entry into the U.S.:

If the student's record is in terminated status for *less* than five months, ISS may be able to make the request to change the record back to active. The student must meet with an advisor in ISS to determine eligibility.

If the student's SEVIS record is terminated for *more than* five months, the record must remain in terminated status. OISS will assist with processing a new I-20 for re-entry to the U.S. at the appropriate time. Once the new I-20 is used to enter the country, the "F-1 time-clock" will begin anew and students will be ineligible for some F-1 benefits, such as CPT and OPT, until after completion of two additional semesters of study. **The student may only re-enter the U.S. in the 30 days prior to the new program start date indicated on the newly issued I-20.**

Students should contact their local consulate to see if they need to obtain a new F-1 Visa in order to reenter the U.S.

Please fill out with the assistance of an ISS Advisor:

I, _____, understand the above rules pertaining to a *Leave of Absence* at University of Nebraska-Kearney (UNK). I will be taking a *leave of absence* for the _____ semester _____ - _____.

I understand that my SEVIS record will be terminated on _____. For me to re-enter the country on my current I-20, I understand that I must contact ISS by _____ to file a request to see if my record can be changed by Immigration back to active. I would need to re-enter the U.S. by _____ in order to enter in active status, and if I do not re-enter by this date, I will need to apply for a new I-20 with a new SEVIS ID. (*Instructions are attached.*) I understand that I cannot return to the U.S. prior to the end of the semester which ends on _____ - _____.

Based on my current circumstances, I plan to (*please check one*):

_____ return within 5 months

_____ request a new I-20 for re-entry

Signature: _____

UNK ID #: _____

Instructions for Applying for a New I-20

To Return to the United States and University of Nebraska- Kearney (UNK)

Please submit your request in time to allow a minimum of 2 weeks for processing:

1. Submit a new financial documentation to International Student Services:
 - A bank letter in your name or the name of your sponsor. The statement must attest to the amount that is on deposit in U.S. dollars and must be dated within the last six months.
 - An affidavit of financial support. This document must be signed by your sponsor (*the person whose name is on the bank statement*) and must be officially stamped by a notary public.

2. Provide the International Student Services with a complete **mailing address** in your home country where you would like the I-20 to be mailed. You must pay the express mail fee in the amount of \$40 for the I-20 to be mailed to you.

3. Pay the SEVIS I-901 fee (visit <http://www.fmjfee.com> for more information)

4. Once you have received the new I-20, contact the U.S. Consulate in your area to inquire whether you will need to obtain a new visa.

The student must report to the Office of International Support Services upon return to the U.S. to provide copies of the I-94 card, I-20, passport and any other relevant documents (new F-1 visa if applicable) to prove absence from the United States. The student will not be able to register for classes until those copies are provided.
