

APPLICATION FOR LEAVE OF ABSENCE

This form must be approved prior to taking a leave of absence from TMCC.

International students in F-1 status may take a temporary break from studies for five months or less. A leave of absence for more than five months is not considered temporary, so the F-1 student must reapply to TMCC and be issued new immigration documents.

Instructions: Complete this form and submit to International Student Services for approval. Once approved, your SEVIS record will be terminated the first business day after your last day of class attendance or, in the case of a leave of absence following an official school break, the first business day after the leave of absence approval. You will have a 15-day grace period to depart the United States.

Departures of less than 5 months from the U.S. over official school breaks (e.g. summer vacation) do not need to be reported to International Student Services.

Student Information		
Last/Family Name	First/Given Name	Middle Name
Date of Birth (mm/dd/yyyy)		TMCC Student ID
Semester(s) of Temporary Leave <input type="checkbox"/> Spring <input type="checkbox"/> Fall	Degree Program <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> Other	Expected Graduation Date (Semester/Year)
Request Type		
Type of Leave of Absence <input type="checkbox"/> Temporary Absence (absence of five months or less) <input type="checkbox"/> Non-temporary Absence (absence of more than five months)		

For Temporary Absence, please complete Section I on page 2.

For Non-temporary Absence, please complete Section II on page 3.

Return completed form to:
Truckee Meadows Community College
7000 Dandini Blvd., RDMT 114
Reno, NV 89512-5605

For Official Use Only

Comment Entered in PS Updated in SEVIS Copy to student Date: Initials:

SECTION I: TEMPORARY ABSENCE

Temporary Absence (absence of five months or less)	
<p>An F-1 student may be approved to take a temporary absence from studies for five months or less.</p> <p>During the temporary absence, the student must be outside the U.S. unless approved for a Reduced Course Load for medical reasons.</p> <p>The student has 15 days to depart the U.S. from the date of SEVIS termination.</p> <p>The student's SEVIS record will be terminated for "authorized early withdrawal" the first business day after the student's last date of attendance. If a student is requesting a leave of absence following an official school break, the student's SEVIS record will be terminated the first business day after the leave of absence approval.</p> <p>Prior to re-entry to the U.S., the student must notify their International Student Advisor 60 days prior to the start of the academic term of their return or visa appointment, whichever is earlier, in order to request the reactivation of their SEVIS record.</p> <p>Student's Attestation:</p> <p><input type="checkbox"/> I understand that I must notify International Student Services 60 days prior to the start of the academic term of my return or visa appointment, whichever is earlier, in order to request reactivation of my SEVIS record.</p> <p><input type="checkbox"/> I understand that International Student Services can only request a SEVIS record reactivation if:</p> <ul style="list-style-type: none"> • I was maintaining F-1 status, enrolled full-time and attending class, at the time I requested and received approval for my leave of absence by International Student Services; and • I left the U.S. within 15 days of my F-1 SEVIS record being terminated for "authorized early withdrawal"; and • I will return to the U.S. and begin a full course of study (or an authorized equivalent) within 5 months of my last date of class attendance at TMCC. <p><input type="checkbox"/> I understand that a SEVIS reactivation is not guaranteed and that I may require a new SEVIS record, with a new SEVIS number and SEVIS I-901 fee, and an initial attendance I-20 for re-entry.</p> <p><input type="checkbox"/> I will not re-enter the U.S. until I have received confirmation from International Student Services that my F-1 SEVIS record has been successfully reactivated.</p>	
Signatures and Dates	
Student's Signature	Date (mm/dd/yyyy)
Last Date of Class Attendance (mm/dd/yyyy)	Date of Departure from U.S. (mm/dd/yyyy)
Date of Re-entry to U.S. (mm/dd/yyyy)	Date of Enrollment Following Temporary Absence (mm/dd/yyyy)
International Student Advisor's Name	
International Student Advisor's Signature	Date (mm/dd/yyyy)

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SECTION II: NON-TEMPORARY ABSENCE

Non-Temporary Absence (absence of more than five months)											
<p>An F-1 student may request a leave of absence for more than five months.</p> <p>Because F-1 immigration regulations do not consider this a temporary absence, the student must reapply to TMCC as an F-1 student.</p> <p>Student's Attestation:</p> <p><input type="checkbox"/> I understand that my current F-1 SEVIS record will be terminated for "authorized early withdrawal".</p> <p><input type="checkbox"/> I understand that I need to submit a new I-20 request form by the application deadline in order for TMCC to create a new SEVIS record and I-20 for me.</p> <p><input type="checkbox"/> I understand that I will have to pay a new SEVIS I-901 fee associated with my new SEVIS record.</p> <p><input type="checkbox"/> I understand that International Student Services recommends that I apply for a new F-1 student visa associated with my new SEVIS record even if my current F-1 student visa is valid.</p> <p><input type="checkbox"/> I understand that I will not be eligible to apply for CPT or OPT until I have been in F-1 status and enrolled full-time for one full academic year (Fall and Spring Semesters) after my return to TMCC.</p>											
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">Student's Signature</td> <td style="width: 20%; padding: 5px;">Date (mm/dd/yyyy)</td> </tr> <tr> <td style="padding: 5px;">Last Date of Class Attendance (mm/dd/yyyy)</td> <td style="padding: 5px;">Date of Departure from U.S. (mm/dd/yyyy)</td> </tr> <tr> <td style="padding: 5px;">Date of Re-entry to U.S. (mm/dd/yyyy)</td> <td style="padding: 5px;">Date of Enrollment Following Non-temporary Absence (mm/dd/yyyy)</td> </tr> <tr> <td colspan="2" style="padding: 5px;">International Student Advisor's Name</td> </tr> <tr> <td style="padding: 5px;">International Student Advisor's Signature</td> <td style="padding: 5px;">Date (mm/dd/yyyy)</td> </tr> </table>		Student's Signature	Date (mm/dd/yyyy)	Last Date of Class Attendance (mm/dd/yyyy)	Date of Departure from U.S. (mm/dd/yyyy)	Date of Re-entry to U.S. (mm/dd/yyyy)	Date of Enrollment Following Non-temporary Absence (mm/dd/yyyy)	International Student Advisor's Name		International Student Advisor's Signature	Date (mm/dd/yyyy)
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