

## REQUEST FOR TRAVEL I-20 / READMISSION AFTER DISCONTINUING STUDIES / VACATION SESSION

If you are planning to go abroad before continuing in the IEUP, complete this form and submit it to the IEP Office at least **one week** before your intended departure date. Approval is not automatically granted. Please note: whenever F-1 students wish to leave the United States temporarily and return to continue studies at the institution in which they are enrolled, they must secure the necessary documents to permit entry to another country and reentry to the United States (which includes but is not limited to a valid passport; a valid visa; and a valid, properly endorsed I-20).

NAME			
TODAY'S DATE (MM/DD/YYYY)	DATE OF BIRTH (MM/DD/YYYY)	STUDENT ID#	
HOME ADDRESS <i>Street</i>			<i>Unit/Apt.</i>
<i>City</i>		<i>State</i>	<i>ZIP</i>
PHONE (WITH AREA CODE)		EMAIL	

- Travel I-20.** You wish to go out of the U.S. for a short period during the weekend, a university holiday, or scheduled IEUP vacation (without missing a full session). **You must submit your original I-20 so that we can endorse it for your reentry to the United States.**
- Readmission after Discontinuing Studies.** You wish to go abroad, will be missing one or more sessions and intend to continue your studies in our program upon your return to the U.S. A temporary absence for the purpose of readmission with an endorsed I-20 is defined by the Dept. of Homeland Security as an absence of 5 months or less. If the length of your trip will exceed 5 months, or three IEP sessions, you must reapply to the program by submitting a new application, new application fee, and updated financial documentation. This requires approval of the IEP Academic Director.
- Vacation Session.** You wish to take one 8 week IEP session off as an official vacation. This requires approval of the IEP Academic Director. You must have completed five consecutive IEP sessions, have a minimum cumulative G.P.A. of 2.0 at the end of your current session, and pay the tuition for the coming term in full prior to your vacation. During your official vacation session, you may remain in the U.S. If you plan to travel outside of the U.S., please check the **Travel I-20** box on this request in addition to your Vacation Session box.

DATE OF DEPARTURE FROM THE U.S.	DATE OF RETURN TO THE U.S.	DESTINATION
HOW MANY MORE IEP OR SAC SESSIONS DO YOU PLAN TO STUDY IN?		
REASON FOR LEAVE OF ABSENCE		
THE I-20 SHOULD BE <input type="checkbox"/> Mailed <input type="checkbox"/> Held for Pick Up (The IEP Office will contact you when it is ready.)		

**OFFICE USE ONLY**

Received by SA: _____ on ___/___/___ Processed by SA: _____ on ___/___/___ Health Insurance expires on: ___/___/___ On or pending probation? <input type="checkbox"/> Yes <input type="checkbox"/> No Currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, NOT eligible for a Discontinuing Studies or Travel I-20) Lives on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ready to be released? <input type="checkbox"/> Yes <input type="checkbox"/> No Student must pay tuition fee for next session: Amount _____ Date paid: ___/___/___ Student advised to pay Housing fee for next session: Amount _____ Date paid: ___/___/___ <input type="checkbox"/> Approved by Staff: _____ on ___/___/___ <input type="checkbox"/> Released by SA: _____ on ___/___/___
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