



Temporary Leave of Absence for F-1 & J-1 Students

Students planning to take a Leave of Absence (LOA) from their academic program will need to notify International Student and Scholar Services in advance so that appropriate reporting can be made to SEVIS. You will not be able to remain in the U.S. under the F-1 or J-1 student visa category, once the LOA is reported as a termination for immigration purposes. Depending on the length of your leave, less of greater than 5 months, the International Student and Scholar Services may be able to reactivate your current SEVIS record before your return. Whenever possible, please meet with an advisor in the International Student and Scholar Services *before* you leave Buffalo State to discuss your plans. This form has two purposes: 1.) To report the effective date of a Leave of Absence to ISSSO for SEVIS processing, and 2.) To prepare for a return to studies after an absence not exceeding 5 month (excluding eligible vacation periods). Students should prepare this form when making arrangements with the school for a temporary leave of absence, excluding Reduced Course Load for Medical Condition.

Return from Leave of Absence longer than 5 months: Do NOT use this form if you will be returning to Buffalo State after a break in studies longer than 5 months (excluding vacation periods). Please complete the New Student Request for I-20/DS-2019 form and select the option for Return from Absence.

Student Information:

Banner ID: _____

Name: _____

Date of Birth: ____/____/____

Email: _____

Phone: _____

Expected Duration for LOA: _____ Planned/ Actual Date of Departure: ____/____/____

Recommendation of Academic Advisor: *Please indicate the appropriate action for this student*

Approved Leave of Absence

Effective Date: ____/____/____

Reason for Leave: _____

ISSSO Action: the F-1 or J-1 SEVIS record will be terminated for an Authorized early withdrawal, based on the effective date listed above. Students should be aware of any eligible grace period and make plans to leave the country or otherwise change their immigration status during this time.

Return from Short- Term Leave of Absence (fewer than 5 months total, excluding vacation periods)

Academic term for scheduled return: _____ Start date ____/____/____

Last Day of Attendance: _____ Scheduled Return to U.S.: _____

ISSSO Action: A correction request will be submitted to change the F-1 or J-1 SEVIS record to 'Active' status. The student will be able to use their current I-20 or DS-2019 for travel.

Advisor's Name: _____

Phone: _____

Signature: _____

Date: _____