

LEAVE OF ABSENCE (LOA) NOTIFICATION FORM

INTERNATIONAL STUDENTS ARE REQUIRED TO NOTIFY INTERNATIONAL SERVICES (IS) PRIOR TO AN EXTENDED LEAVE OF ABSENCE FROM MISSOURI STATE UNIVERSITY. If you will be leaving the University for an entire semester, for five months or more, or dropping all your courses and departing the U.S., please make an appointment with your International Student Adviser (ISA) in the IS Office; bring this form completed to your appointment. FAILURE TO SUBMIT THIS FORM PRIOR TO AN EXTENDED PERIOD OF ABSENCE COULD RESULT IN INCORRECT DATA BEING SENT TO SEVIS, thus causing you to fall out of status.

Name (last, first):	BearPass #:	Degree Level (ugrad or grad)
Program of study/Major	Telephone number	E-mail

TO BE COMPLETED BY INSTRUCTOR, ACADEMIC ADVISOR OR STUDY AWAY ADVISOR:

- Student will be ENGAGED IN AUTHORIZED GRADUATE STUDY/RESEARCH/EMPLOYMENT ABROAD
 -OR-
 Student will be ENGAGED IN AUTHORIZED STUDY AWAY TERM(S)

DATE: From (mm/dd/yy): _____ To: _____

- Student will be registered at MSU each academic semester throughout the temporary leave of absence.
 Student will NOT be registered at MSU each academic semester throughout the temporary leave of absence is expected to register in (semester/year):

I recommend the above-named student be authorized for a temporary leave of absence.

 Instructor, Academic Advisor or Study Away Advisor's Signature Date: (mm/dd/yyyy)

TO BE COMPLETED BY STUDENT:

- Student is leaving the U.S. temporarily for PERSONAL REASONS

DATE: From (mm/dd/yy): _____ To: _____

And plans to return to MSU to continue studies in _____
(semester/year)

Student's Personal E-mail (NOT MSU Bearmail address): _____

 Student's Signature Date: (mm/dd/yyyy)

PLEASE NOTE: When departing the U.S. for "personal" reasons, please note that your signature indicates that you understand that your SEVIS record will be updated to reflect that you are outside the U.S. If you are departing the U.S. for less than 5 months, please email InternationalServices@MissouriState.edu 30 days prior to your intended date of return to have your I-20 "re-activated". In order to have a new I-20 express mailed to you, please visit this website to pay the express mail fee: https://commerce.cashnet.com/IS_PAYMENT. If you wish for another person to pick up your I-20 to mail to you, please also complete the form entitled "Authorization to Release I-20/DS-2019 to a third party" and return it to the IS Office. **If un-enrolling from classes, you have 15 days after the submission of this form to depart the U.S.**