

Office of International Education (OIE)

Leave of Absence Request Form

Your email, address and phone in MyMav will be used to contact you. Please be sure your email, phone and addresses in MyMav are current.



Initials Date UT ID #

Student Name Birth Month/Day

Requesting a Leave of Absence:

Use this section to request a Leave of Absence from the Office of International Education.

- Graduate students should also have LOA approval from the Graduate School / academic department.
- Undergraduate students retain active program stacks in MyMav for up to one year.
- The deadline for "Authorized Early Withdrawal" termination is census date.
- Students who are absent from the U.S. for more than 5 months or students who depart the US after the census date must return on a new I-20 with a new SEVIS record.
 - Entering on a new SEVIS record affects OPT/CPT eligibility. Consult with an OIE advisor for details.

Departing the U.S. for an approved Leave of Absence.

Copy of plane ticket, travel itinerary, or other proof of departure from the U.S. required.

Graduate students only: Copy of the approved Leave of Absence from the Graduate School required.

Returning after a Leave of Absence:

Use this section to request that your SEVIS record / I-20 be reactivated for your return to the U.S.

. This is a time sensitive process. Please maintain regular contact with your OIE advisor through e-mail regarding the date you plan to return to the U.S.

. You should make your request for reactivation to the OIE **at least** 60 days before your return date to the U.S. or 60 days before your scheduled visa interview.

. SEVIS will accept the correction request no earlier than 60 days before the student's return date to the US or 60 days before a student's scheduled visa interview.

Copy of plane ticket or travel itinerary showing return date to the U.S. or proof of visa interview date

Finances required for an absence of longer than 5 months; see Update Finances below.

Update Finances I have provided the following proof of Financial Support (bank statements must be less than 3 months old)

Personal Bank Statement Sponsor's letter and Bank Statement GRA or GTA Offer Letter

Scholarship or Fellowship letter

I have read and understood the information on this form.

Signature Date

With few exceptions, you are entitled on your request to be informed about the information U.T. Arlington collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Arlington correct information about you that is held by us and is incorrect. Be assured that your UTA records are protected from unauthorized disclosure by federal law.