



Vacation Request Form

Non-immigrant students in the United States must maintain their student status. As part of maintaining one's immigration status, **F-1 students must attend school full-time** (pursue a full course of study) at the school.

Although immigration regulations do grant provisions for F-1 students to take a break during the institution's vacation period (typically the summer), Sierra States University requires all students to be enrolled full time during the summer. When classes are in session, a student may be exempt from being full time if he/she has been authorized to **drop below a full course of study**. Such excused period cannot be abused to extend transfer period or stay in the United States. The student taking no course or less-than-full course load without a written authorization will be terminated from SEVIS for failure to enroll as a full-time student, respectively.

1. Student Information (as appears on passport): PRINT LEGIBLY

Student Name: _____

Surname

Given Name

Student ID # : _____ Date of Birth (MM/DD/YY): _____

Email: _____ Phone #: _____

2. Dates, Attach travel documentation with exact dates and times, & Current I-20 Form:

Departure Date (MM/DD/YY): _____ Arrival Date (MM/DD/YY): _____

Must submit ALL documents with this form to the Office

3. Reason for Excuse (Please check one of the following criteria)

Personal Vacation in the U.S. (applies only when you have completed 900 hours Prior to the session)

Travel outside the U.S. Medical Reason Family matters

Other _____

4. Acknowledgement – By completing and submitting this form, with my signature, I acknowledge that I have read, understand, and agree to all the terms and conditions of this form and certify that what I have stated herein is true to the best of my knowledge. I also understand that I must EMAIL the institution upon return of my absence.

Student Signature

Date

5. FOR OFFICE USE ONLY **All documentation must be provided before final submission**

Signature: _____

Signature of Academic Personnel

Date (MM/DD/YY)

Signature: _____

Signature of International Personnel

Date (MM/DD/YY)