



Office of Global Initiatives
LEAVE OF ABSENCE FORM
Undergraduate and Master's students only

This form is for immigration purposes only. Undergraduate and Master's students must submit this form to OGI before departing the U.S. It is your responsibility to also contact all appropriate offices at NJIT (academic department, registrar, bursar, etc.) prior to your departure.

If you are taking a leave of absence for medical reasons, do not use this form. Use the "Reduced Course Load for Medical Reasons Request Form" instead. If you are a doctoral student do not use this form. You must contact Graduate Studies Office and obtain their approval.

Your SEVIS record will be terminated for Authorized Early Withdrawal. You must depart the U.S. within 15 days of your termination in SEVIS.

STUDENT INFORMATION

Name: _____ ID#: _____
Email: _____ @njit.edu Major: _____ Degree Level: _____
Visa type: F-1 J-1 SEVIS ID#: _____
END DATE ON FORM I-20 or DS-2019: _____

TRAVEL INFORMATION

When will you leave the U.S.? _____
When will you return to the U.S.? I don't know yet.
I will not return.
I expect to return on: _____

Student Name	Signature	Date
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Academic Adviser Name	Signature	Date
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GLOBAL INITIATIVES ONLY		
Received on _____	by _____	Banner entered on _____ by _____