



Office of Global Initiatives  
**LEAVE OF ABSENCE FORM**  
Undergraduate students only

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

**If you are a graduate 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**

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Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_ @njit.edu Major: \_\_\_\_\_ Today's date: \_\_\_\_\_

Visa type: F-1 J-1 SEVIS ID#: \_\_\_\_\_

END DATE ON FORM I-20 or DS-2019: \_\_\_\_\_

**TRAVEL INFORMATION**

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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: \_\_\_\_\_

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Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Academic Adviser Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**GLOBAL INITIATIVES ONLY**

Received on \_\_\_\_\_ by \_\_\_\_\_ Banner entered on \_\_\_\_\_ by \_\_\_\_\_