NKU NORTHERN KENTUCKY UNIVERSITY

International Student and Scholar Services
Leave of Absence/Withdrawal Form
ISSS@nku.edu, Tel: 859-572-6517, Fax: 859-572-6178

Applying for a Leave of Absence/Withdrawal:

- ❑ Complete the Leave of Absence/Withdrawal form. Schedule an appointment with ISSS and bring this form.
- ❑ Pay all outstanding balances due to NKU.
- ❑ Once approved by ISSS, withdraw from all classes at NKU
  - If applying for a Leave of Absence/Withdrawal at the beginning of the semester, bring this form to ISSS **by the last day to drop classes for the current semester.**
  - If you have passed the deadline for withdrawing from classes, you must visit the Registrar to withdraw from your classes.
- ❑ Please also complete the following Student Withdrawal/Interruption Form with the Registrar's office
- ❑ You must depart the U.S. within 15 days of submitting this form.

Re-entry after Leave of Absence:

- ❑ If your absence from the U.S. is **less than 5 months,** you must notify ISSS at least 30 days prior to your return. Your SEVIS record must be re-activated before you may re-enter the U.S.
- ❑ If your absence from the U.S. will **exceed 5 months**, you must notify ISSS at least 3 months prior to your return and submit updated financial documents to receive a new I-20. You may re-enter the U.S. up to 30 days prior to the program start date on your new I-20.
  Note: Department of State advises students to apply for a new visa at a US Consulate or Embassy before re-entry if returning from a leave of greater than five months with an initial attendance I-20, even if the current visa appears active. You must also pay a new SEVIS fee.

- ❑ **All international students returning from a leave of absence: You must check-in with ISSS after returning.** Bring I-20, passport and I-94 card so we can update your SEVIS record.

1. To be completed by student:

First Name: _____   Last Name: _____

NKU ID#: _____   Email: _____

Date of departure _____

I am applying for:

_____ **Leave of Absence (out of U.S. less than 5 months)**

_____ **Leave of Absence/Withdrawal (out of U.S. more than 5 months)**

_____   _____
Student Signature   Date

2. To be completed by ISSS:

_____**Approval of Leave of Absence/Withdrawal**
_____**Update SEVIS & SAP**

_____   _____
International Students & Scholars Signature   Date