



Leave of Absence (LOA) or Withdrawal Request

If you plan to take time off from studies at UCSC for personal or academic related reasons please be sure to file the appropriate form **Petition for Withdrawal/Leave of Absence** (undergraduate student) with the Registrar Office or **Request of Leave of Absence** (graduate student) with Graduate Division. Make sure you are also consulting with your academic advisor or graduate advisor about the process too. Once complete, please submit this form to an ISSS advisor.

STUDENT INFORMATION		
Surname/Family Name(s):		Given/First Name(s):
UCSC Student ID:	Program Level/Major:	Email:
I am requesting a: <input type="checkbox"/> Leave of Absence (LOA) <input type="checkbox"/> Withdrawal from UCSC	Leave of Absence quarter(s): Begins: Returning:	UCSC Withdrawal Date:
<p>I understand (Please read prior to signing):</p> <ul style="list-style-type: none"> • I understand that it my responsibility to cancel enrollment and/or withdraw from UCSC so that I am not billed for future tuition and fees (the completion of this form is for immigration purposes only). • An F-1 student who has obtained authorization from a DSO prior to withdrawing from classes will be allowed a 15-day grace period from the SEVIS termination date to depart the U.S. A J-1 student, must leave immediately after termination of SEVIS Record • My SEVIS record shall be terminated based on the date of departure (LOA approval) or withdrawal from UCSC. • I must physically leave the U.S. I cannot continue to work on campus once I withdraw from my classes or program. • In order to return to UCSC after a leave of absence, I will need to contact an international student advisor at least 60 days prior to my return date to reactivate my SEVIS record or to request a new I-20 or DS-2019 to re-enter the U.S. 		
Signature:		Date: