



DREXEL UNIVERSITY

International Students and Scholars Services

Student Life

LEAVE OF ABSENCE & WITHDRAWAL POLICY

Leave of absence for one term:

International students taking a leave of absence for one term have two options:

- 1) Submit vacation term request to ISSS. Students who have registered full-time (12 credits undergraduate/9 credits graduate) for three consecutive terms are eligible for a vacation term.
☐ **Email your request to intlprog@drexel.edu**
- 2) Students ineligible for a vacation term must take a Temporary Leave of Absence (TLOA) and leave the U.S. for the duration of the term. To apply for TLOA, students must submit a travel itinerary showing student will be outside the U.S. for one term. Please see the back of this form for the TLOA instructions.

Leave of absence for more than one term:

International students on a leave for more than one term will have their I-20/DS-2019 terminated. To return, students must apply to for a new I-20 from ISSS by submitting proof of finances for one academic year and a return support letter from their academic advisor including the following: major, readmit/returning term, level of education, estimated graduation date.

The student must submit the following documentation to avoid any status violations prior to leaving the U.S.:

- ☐ **University Leave of Absence Form**

Sample Re-Admit/Returning Letter for the Academic Advisor (Choose the most appropriate choice)

DATE: mm/dd/yy
RE: Name of the Student -Drexel ID#
TO: International Students and Scholars Service

Dear ISSS,

This letter is to certify that **Last/First Student's Name**, will be returning or re-admitting as an **education level** and **major** beginning in the **xxx term** on the **start date (mm/dd/yy)** and expected to complete his/her program of studies by **date (mm/dd/yy)**.

I confirm that this student has been on an approved leave of absence and he/she is returning to the university or the student has withdrawn from the University but he/she has been approved of readmission.

Additionally, all possible **holds (i.e. academic/financial)** have been removed from the student's record and he/she is eligible to register **full time** as required.

Should you have any questions, please feel free to contact me at x (xxxx) or by email **xxx@xxx**

Sincerely yours,

(Signature)

Academic Advisor's Name & Contact Information

ISSS Policy for Withdrawal

International students who withdraw from Drexel will have their I-20/DS-2019 terminated and must plan for **immediate departure** from the U.S., unless they apply to transfer out to another university within two (2) weeks. If you plan to come back to Drexel, be informed that at the time of re-admission, you will also need to apply for a new I-20/DS-2019 by contacting ISSS for required documentation which includes your readmission letter from your college.



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TEMPORARY LEAVE OF ABSENCE (TLOA) FORM

Temporary Leave of Absence (no more than one term):

Students ineligible for a vacation term must take a Temporary Leave of Absence (TLOA) and leave the U.S. for the duration of the term. To apply for TLOA, students must submit a travel itinerary showing student will be outside the U.S. for one term.

SECTION for the Student- Review Checklist of Eligibility- PRINT and SIGN:

- ☐ I am academically in good standing
- ☐ I plan on being outside the U.S. for the entire quarter requested off, but less than five months
- ☐ I plan and am eligible to enroll as a full-time student the following term
- ☐ I will attach my flight itinerary showing that I will be outside the U.S. for the entire quarter requested off
- ☐ I understand that I may not re-enter the country until ____/____/____ (mm/dd/yy)

By signing below I verify that I have confirmed with my academic program/advisor that I am eligible for a leave of absence for one quarter/semester. I have also read and understood the rules and regulations pertaining to taking the TLOA.

Last Name (as it appears in passport)

First Name

Drexel ID#

Student's Signature: X _____
(mm/dd/yy)

Today's Date: ____/____/____

For any questions on the above please contact intlprog@drexel.edu

FOR ISSS USE ONLY

Approved _____
Initials: ISSS DSO

Denied, Reason for Denial _____

Processing Date: ____/____/____ (mm/dd/yy)