

Vacation Request Form

Students must submit this form to the international office prior to dropping below full-time enrollment. Failure to receive authorization violates federal regulations and jeopardizes the student's legal status.

Please Complete the Following Information:

Student Name: _____ Birthday: _____
 SID 885- _____ SEVIS ID: _____
 Local Address: _____ City, Zip, Code: _____
 Email Address: _____ Phone: _____
 Program of Study: _____ Today's Date: _____
 I-20 Expiration Date: _____ Student Signature: _____

Quarter/Year of Requested Vacation: _____

Note: A vacation means that you will not study for one quarter, or you will study less than 12 credits, and you may either remain in the US or return to your home country/travel abroad during this time. It is important to have your I-20 signed by International Programs before departure if you plan to leave the US. To be eligible for a vacation you must be in good academic and F-1 visa status, have completed 3 consecutive full-time quarters, and plan to study full-time at LWTech for the quarter immediately following your vacation quarter.

Important to Remember

- New students beginning at LWTech on an initial I-20 in winter or spring quarter will be eligible for your first summer vacation.
- Transfer students with a DSO's approval may count quarters of study at previous schools toward the 3-quarter in status eligibility requirement for a vacation quarter; however, you must be full-time during your first quarter at LWTech to be eligible for a vacation.
- Returning students are eligible for a vacation after having maintained academic and F-1 visa status and after having completed 3 consecutive full-time quarters prior to the quarter you would like to request a vacation.
- Summer is the traditional vacation quarter, and not as many classes are offered. If you choose to take a vacation quarter other than Summer, then we highly recommend you meet with your advisor to review your Academic Plan. Without careful planning you are likely to end up taking additional classes not required for your degree. You must submit this form to the International Programs office prior to the start of the quarter for which you are requesting vacation. We strongly recommend that you plan to remain covered by health insurance to avoid unexpected medical costs during your vacation quarter and after due to pre-existing condition rule.
- **If you want to keep LewerMark insurance during your vacation quarter, you must notify us via email (international.student@lwtech.edu) by the first day of the requested vacation quarter.**

I agree to the LWTech vacation policy:

Student Signature: _____ Date: _____

I want to keep LewerMark Insurance during my vacation quarter: Yes _____ No _____

Office Use Only

____ Vacation Approved

Notes: _____

____ Vacation Denied

Notes: _____

Approved By _____

SEVIS Updated On _____ By _____ IO Database Updated On _____ By _____