

International American University

Office of Student Services

IAU | VACATION I-20 REQUEST FORM

IAU has three academic terms: Spring, Summer, and Fall. As an F-1 Student, you are required to be enrolled full-time for both our Spring and Fall Terms. However, Summer is optional for enrollment unless it is your FIRST term with IAU in which case the Summer becomes a mandatory term for enrollment. The Summer term may be used as a vacation period for those students who choose not to enroll full-time with IAU. Keep in mind, if you would like to finish your program as quickly as possible, you can also take courses online during vacation terms! Read the following sections below to ensure you are aware of the rules and regulations for traveling outside of the United States.

Once you have read the following information, please proceed to the next page and fill out the IAU Vacation I-20 Request Form. Print, sign, date, and return this form to your DSO.

IAU | REGULATIONS

SEVIS REGULATIONS

If you are planning to leave the **United States**, please notify your DSO. Remember, those who travel within the United States will not need to fill out this form. **Note: Canada and Mexico are not part of the United States.** Do NOT leave the country before notifying your DSO who will check certain documents are in order to verify your eligibility to re-enter the U.S. If you leave without notifying the DSO, we can do little to help you re-enter the U.S. The F-1 student must have a valid form I-20 with a current travel endorsement signed by a DSO on the first and third page. This endorsement is needed even if the student will be out of the U.S. for only a few hours. The student must also have a valid F-1 visa for re-entry, or the student will have to get a new F-1 visa at a U.S. consulate while outside the United States. There are certain exceptions to the visa rule that should be discussed with your DSO prior to departure. Due to the inherent risk of immigration problems in international travel and re-entry into the United States, travel should be limited to emergency situations, and great care should be exercised in making travel plans.

If your status in SEVIS is pending for any reason (change of status, employment authorization, reinstatement, etc.) with the Department of Homeland Security (DHS), we highly recommend you do not travel outside the United States until your status is back to Active.

F-2 dependents can travel with or without the F-1 student. The F-2 dependents must have a dependent's I-20 issued in their name with a DSO's signed travel endorsement. The F-2 dependents also must have current F-2 visas for re-entry. F-2 dependents that travel separately from the F-1 must also have the above documents.

If the F-1 student will be outside the U.S. for 5 months or more, special DHS rules are applied and a new I-20 for initial entry will have to be issued. Such long-term travel must be discussed with a DSO prior to departure.

IAU REGULATIONS & INSTRUCTIONS

Your first step to traveling outside the United States is speaking to your DSO and the Office of Academic Affairs. **Note that we do allow students to leave during mandatory enrollment terms. Students who leave for more than 14 days and miss more than 2 classes will be terminated in SEVIS and will need to seek reactivation within SEVIS. Please see a DSO to learn more about the Reactivation process if you plan to leave for more than 14 days in any session.** We understand that emergency travel is sometimes necessary. Even in these cases, students should contact your DSO prior to departure. If you are requesting vacation during a mandatory enrollment term (Spring or Fall), you must:

- Be granted approval to be dismissed from class for the requested amount of time **from each instructor.** *(For online classes, please e-mail your instructor(s) providing specific dates of departure and arrival of your vacation request. Print both your request as well as instructor's response and submit it with this form. These documents will serve as their signature for approval.)*
- Consult with the Office of Academic Affairs to ensure you are in good academic and financial standing.
- Complete the following vacation request form below and email the form to **dso@iau.la**
- Provide copy of your current visa and passport.

VACATION I-20

Once you have notified your instructors, consulted with the Office of Academic Affairs, and completed this form, your DSO will issue you a Vacation I-20. Your DSO will endorse the first and third page to indicate that the university is aware you are leaving the country for a period of time. Carry this copy, along with all copies of your previous I-20's with you while traveling. This may take 24-48 hours upon request.

REMEMBER: Once you arrive back to the United States from vacation, you must notify your DSO immediately. Failure to report to your DSO can result in serious consequences and lead to the termination of your F-1 Status.

IAU | VACATION I-20 REQUEST FORM

Complete this Vacation Request Form as a PDF. Once completed, print it, obtain instructor signatures, and date. Submit this form to the DSO in the Office of Student Services. If you have any questions regarding this section, please contact the Office of Student Services at (213) 262-3939 or email us at DSO@iau.la

1) PLEASE FILL OUT THE FOLLOWING AREAS:

LEGAL NAME: _____
FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

US TELEPHONE #1: _____ **EMAIL:** _____ **PROGRAM START DATE:** _____ 20____
MAIN _____ @XXX.com _____ MONTH

PROGRAM OF STUDY: _____ **SEVIS ID#:** _____

DO YOU PLAN TO RE-NEW YOUR VISA DURING YOUR TRAVEL? YES NO

2) DEPENDENT INFORMATION

- I HAVE DEPENDENTS AND WOULD ALSO LIKE A VACATION I-20 ISSUED FOR EACH OF MY DEPENDENTS.
- I AM NOT LEAVING THE COUNTRY, ONLY MY DEPENDENTS ARE LEAVING THE COUNTRY (SKIP TO PART 6).

3) VACATION DATE INFORMATION

DATE OF DEPARTURE (MM/DD/YYYY): _____

DATE OF ARRIVAL (MM/DD/YYYY): _____

4) PLEASE CHECK THE BOX THAT INDICATES YOUR INTENTIONS FOR LEAVING:

- I AM CURRENTLY ENROLLED IN A MANDATORY TERM, PLEASE SEE THE SIGNATURES OF MY INSTRUCTORS BELOW ALLOWING MY ABSENCE:
- I AM NOT CURRENTLY ENROLLED IN A MANDATORY TERM, I AM LEAVING FOR VACATION.

5) INSTRUCTOR SIGNATURES FOR ALLOWING ABSENCE (PLEASE FILL OUT PER SESSION)

TERM: _____ **SESSION (1 OR 2):** _____ **YEAR:** _____

COURSE: _____
COURSE CODE - INSTRUCTOR NAME

ONLINE
 CAMPUS _____
INSTRUCTOR SIGNATURE - DATE

COURSE: _____
COURSE CODE - INSTRUCTOR NAME

ONLINE
 CAMPUS _____
INSTRUCTOR SIGNATURE - DATE

TERM: _____ **SESSION (1 OR 2):** _____ **YEAR:** _____

COURSE: _____
COURSE CODE - INSTRUCTOR NAME

ONLINE
 CAMPUS _____
INSTRUCTOR SIGNATURE - DATE

COURSE: _____
COURSE CODE - INSTRUCTOR NAME

ONLINE
 CAMPUS _____
INSTRUCTOR SIGNATURE - DATE

6) REASON FOR TRAVEL

Please type your reason.

REASON _____

6) CERTIFICATION

STUDENT SIGNATURE - DATE

DSO APPROVAL SIGNATURE - DATE

DSO APPROVED RETURN DATE

DSO REACTIVATION DATE