

# Leave of Absence Form

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## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Butler ID \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Program Level:  Undergraduate  Graduate  Doctorate  Non-Degree

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## Leave of Absence Information

All students returning from an LOA must report to OISS immediately after returning to the United States.

I am taking a Leave of Absence for only one semester:

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

I am taking a Leave of Absence for more than one semester:

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Students who will be outside the U.S. for longer than 5 months for an LOA will need to apply for a new visa even if your current visa has not expired.

You MUST contact OISS at least two months prior to returning to Butler to request a new I-20 to present to the U.S. Embassy/Consulate when applying for your new visa.

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I certify that the above information is accurate to the best of my knowledge. I am aware that I must provide supporting documents to as proof of my leave of absence. I am also aware that I am responsible for contacting the appropriate departments and offices at Butler to notify them of my LOA: OISS, Registrations and Records, my department and college, housing, student accounts, etc.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_