



## Leave of Absence Information Sheet

- **What is a leave of absence?**
  - A leave of absence is required by students who wish to take a break in their studies (summer semester excluded) or withdraw permanently from AAU.
  - There is no deadline and maximum length to take a leave of absence. However, students who take a leave of absence for more than 2 consecutive years must re-apply to AAU.
- **What are the impacts of taking a leave of absence?**
  - Per SEVP policy, I-20 will be terminated for an 'Authorized Early Withdrawal', which is a positive termination that should have no negative impact on future US visa applications.
  - F-1 visa and I-20 are no longer valid after the termination and cannot be used to re-enter the U.S during the timeframe of the leave of absence.
  - You may lose your eligibility to apply for OPT. Students must be in valid F1 status for one academic year in order to qualify for off campus work authorization. If you plan to apply for OPT after your leave of absence, please ensure that you have enough credits left to take to complete one academic year.
- **What do I need to request leave of absence?**
  - Completed Leave of Absence Request Form.
  - Upload a copy of your flight itinerary, e-ticket or airline ticket to confirm your departure date.
- **How do I submit my leave of absence request?**
  - Please complete the Leave of Absence Request Form online and include a copy, screen shot or picture of your flight itinerary online at: <http://www.academyart.edu/aau-forms/international-admissions/leave-of-absence-request-form>
- **How long can I stay in the U.S. after requesting a leave of absence?**
  - You will be required to depart the country within **15 days** of submitting the Leave of Absence Request Form, the date of withdrawing from school, or the date of school advisement.
- **When can I withdraw from my classes or change them to online?**
  - You are required to submit the Leave of Absence Request Form and flight ticket information online before any withdrawal or change of classes from onsite to online can be approved.
  - The International Student Office must approve your withdrawal or class change from onsite to online before your academic advisor can make any changes.
- **When should I contact the International Services Office about my return?**
  - We recommend 2 months prior to the semester you would like to attend. Please contact the International Office by email at [intlservices@academyart.edu](mailto:intlservices@academyart.edu)