Southern New Hampshire University

International Student Services

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.645.9629| Fax: 603.645.9603

Continuing Education International Student Request for Term Off

Student Name: _____ **SNHU ID#:** _____
Given Name Family Name

Address: _____

_____

Phone: _____ **E-mail:** _____

Starting term at SNHU: _____ **Status:** ☐ F-1 ☐ J-1 ☐_____ (Other)

I am requesting a term off for the _____ term.

☐ I am eligible for an annual vacation term as I have been a full time student in the US for a minimum of five consecutive CE terms prior to my requested term off. During my vacation term, I may stay in the US and/or travel outside the US.

☐ I am not eligible for an annual vacation, but will be absent from the U.S. during my term off. I understand that I must leave the US no later than two weeks after my last term ends (so by _____) and may re-enter the US no earlier than two weeks before my next term starts (so after _____). I must bring my passport and I-94 back to ISS upon my return so they can document my absence from the U.S.

I understand that I must return to classes at SNHU for the next term beginning _____. If my plans change I will email an International Student Advisor for advice at d.sedutto@snhu.edu or d.donnelly@snhu.edu before this date.

☐ I will ***or*** ☐I will not be outside the United States for one month or more. I understand that I must give SNHU's Wellness Center an updated chest x-ray when I get back before attending classes.

I have been advised by International Student Services of the following:

- My SNHU international student health insurance continues during my term off, but it does not cover me in my home country. I will be automatically billed for insurance for my term off upon my next registration.
- I must have a recent travel endorsement on my I-20 or DS-2019 form before traveling outside of the US.
- A valid F-1 or J-1visa is required to return to the US, with the exception of brief travel to most bordering countries (Canada, Mexico, and some islands).
- Absences in excess of one term from class will result in my need for new financial information, a new I-20 or DS-2019 form and the payment of another $200 SEVIS fee.
- Absences in excess of 5 months from the US will result in my need for a new F-1 or J-1 visa even if my current visa is not expired.
- If living on campus I must notify Paula Shapazian in the Office of Residence Life to turn in my key and to learn the process and dates for moving back on campus after my term off.

_____ _____
Signature of student Date

This request is approved by Academic Advising.

_____ _____
Academic Advisor Date

The above mentioned student is lawfully eligible for the requested absence from SNHU.

_____ _____
International Student Advisor, ISS Date

Return original form to ISS for US immigration record