



## International Vacation Term Request Form

- F-1 and J-1 regulations permit one vacation quarter each year.
- You are eligible for vacation if you have completed three full-time consecutive quarters (or two consecutive semesters). For example, if you attend classes full time in fall and winter semester and registered full time all the way through the spring, you may take a vacation term in the summer semester.
- All international undergraduate first-year students will automatically be enrolled in an International Vacation term in the Summer.
- Graduate student only: The student must have been in valid F-1 status and have been enrolled full time at Western New England University for at least **one academic year (nine months)**.
- International students who are not undergraduate first-year students should contact ISSS to determine their eligibility for an International Vacation term.

### **Section 1: Student Information:** *(to be completed by student)*

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_ Email address: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SEVIS # \_\_\_\_\_ Program Start Date \_\_\_\_\_ Program End Date \_\_\_\_\_ Status: \_\_ F-1 \_\_ J-1

Major: \_\_\_\_\_ Degree Level: \_\_\_\_ Bachelor \_\_\_\_ Masters \_\_\_\_ PhD/J.D./PharmD

### **Section 2:** *(to be completed by student)*

Which term would you like to take off (circle one):

Fall      Winter      Spring      Summer      Year: \_\_\_\_\_

Do you also need a Travel Signature? \_\_\_\_yes \_\_\_\_no

Please read statements and sign below:

- I have registered full time for the last three terms or completed one academic year (nine months).
- I understand that after this vacation term I must return to WNE and register full time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form can also be found on the [ISSS website](#). If you send this form by email you are confirming the above information and do not need to bring the signed original to the ISSS. **Submit this form to ISSS one month prior to requested term start date. Allow two weeks for processing any forms. You CANNOT leave the country until you have received a confirmation email from ISSS.**

#### **OFFICE USE ONLY:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_ Date entered in SEVIS: \_\_\_\_\_

Date Student was notified by email \_\_\_\_\_ DSO Signature \_\_\_\_\_