

Applying for a Leave of Absence or Withdrawal before the term begins:

- Complete the **Leave of Absence/Withdrawal form**
- Schedule an appointment with OIS and bring the form for signature **by the last day to add classes for the current semester**
- Pay all outstanding balances due to MSU Billings
- Depart the United States within 15 days from the time this form is submitted (*itinerary/proof of intended departure required*)

Applying for a Leave of Absence or Withdrawal in the middle of the term:

- Complete the **Leave of Absence/Withdrawal form**
- Schedule an appointment with OIS and bring the form for signature
- Once approved from OIS, withdraw from all of your classes at MSU Billings (Records and Registration will assist you with this).
 - Note: If you are past the last day to withdraw from classes, you will need to obtain a form "Request for Late Withdrawal" from the Records & Registration and get the required approvals as listed on the form.
- Pay all outstanding balances due to MSU Billings.
- Depart the United States within 15 days from the time this form is submitted (*itinerary/proof of intended departure required*)

Re-entry after Leave of Absence:

- If your absence from the United States has been **less than 5 months**, you may re-enter with your current I-20 and a valid travel signature. You should notify OIS in advance of your return to verify your SEVIS record and status.
- If your absence from the United States will **exceed 5 months**, you will need to complete a Re-Admit form (*found online*) and submit the form to International Admissions at least 2 months prior to your return to request a new I-20 for re-entry. You will need to submit new financial documents to cover 1 academic year at MSU Billings in order to receive a new I-20. **Note:** Department of State advises students to apply for a new visa at a US Consulate or Embassy before re-entry, if returning from a leave of greater than five months with an initial attendance I-20.
- **All international students returning from a leave:** You **MUST** check-in with OIS after returning from a period of absence. Please bring your I-20, passport and I-94 card so that we can check the dates of your absence and update your SEVIS record.

Last Name: _____

First Name: _____

MSUB ID#: _____

SEVIS ID#: _____

Telephone: _____

E-mail: _____

Major: _____

Undergraduate Student

Graduate Student

Date of Departure: _____

_____ **Complete Withdrawal from MSU Billings (*Do not plan on returning to MSUB to study*)**

_____ **Leave of Absence for Degree Completion (*Finishing degree online in home country*)**

**Please note: You cannot return to the U.S. under your current I-20 unless you plan to resume your studies. If you would like to return for your graduation ceremony, then you must apply for a tourist visa.*

_____ **Pending or Approved Change of Status through USCIS**

**Please note: You are legally able to remain in the U.S. while a USCIS Change of Status is pending, but if your status change is denied, you are no longer in legal status.*

_____ **Leave of Absence (*Out of the U.S. for less than 5 months*)**

_____ **Leave of Absence (*Out of the U.S. for more than 5 months*)**

Student Signature: _____

Date: _____

International Advisor Signature: _____

Date: _____