

PT Study & Leave Request Form

For input in the Student & Exchange Visitor Information System (SEVIS)

STUDENT INFORMATION:

Date of Request (MM/DD/YYYY): _____

Name: _____
Last Name, First Name

Major: _____

DigiPen Email: _____

Semester applying (please check one): Fall Spring Summer **Year (YYYY):** _____

Please check the option that best applies to your situation:

- Illness or Medical Condition:** *Please provide a letter from your medical doctor.*
- To Complete Course of Study in Current Term:** *Please provide a letter confirming your graduation.*
- Leave of Absence:** *Please submit a copy of your round-trip tickets (required).*
Note that your I-20 will be terminated. Before your return, DigiPen will get your I-20 reactivated in SEVIS and notify you by email when your I-20 is back to active status.
- Other** _____

Please read before you sign: If you are outside of the U.S. for more than 5 months, you will be required to obtain a new F-1 visa to return to the U.S. If your absence is due to medical condition, you will be required to provide a letter signed by a medical doctor (M.D.) recommending PT study with this request form. You are not allowed to drop below FT study until this request has been authorized in SEVIS.

Student Signature: _____

FOR OFFICIAL USE ONLY

Accepted by: _____ **Date changed in SEVIS:** _____

Approved: _____ **Denied:** _____