



**Request for a Return from a Non-Medical Leave of Absence of Less than 5 Months**

**PLEASE NOTE: THIS FORM MUST BE SUBMITTED TO THE ISSI AT LEAST 30 DAYS PRIOR TO THE DATE OF RETURN TO THE U.S. OR 60 DAYS PRIOR TO VISA INTERVIEW APPOINTMENT DATE. PLEASE SIGN AND READ THE INSTRUCTIONS ON PAGE 2 OF THIS FORM.**

Name: \_\_\_\_\_  
Last/Family First/Given Middle

Northeastern ID: \_\_\_\_\_

SEVIS ID# (number on upper right hand corner of your I-20 beginning with N): \_\_\_\_\_

Return from Non-Medical Leave of Absence Requested for:

Fall Semester/Quarter 20\_\_ \_\_       Winter Quarter (CPS only) 20\_\_ \_\_  
 Spring Semester/Quarter 20\_\_ \_\_       Summer Semester/Quarter 20\_\_ \_\_

To which program will you return to? (Name of your Major) \_\_\_\_\_

Date that you left the U.S. \_\_\_\_\_  
mm/dd/yyyy

Date that you plan to return to the U.S. (please note that government regulations do not permit students to re-enter the U.S. earlier than 30 days prior to the start date of their academic term when returning from a non-medical leave of absence):  
 \_\_\_\_\_  
mm/dd/yyyy

What is the expiration date of your current F-1 visa stamp? \_\_\_\_\_  
mm/dd/yyyy

If your F-1 visa stamp will expire prior to your re-entry date, you must obtain a new F-1 visa. What is the date of your visa interview appointment? \_\_\_\_\_  
mm/dd/yyyy

Your email: \_\_\_\_\_

Emergency contact in the U.S. if any: \_\_\_\_\_  
Name Telephone/Email

***Please attach the following:***

- Please attach a copy of your flight ticket if you have one.
- Please attach a copy of evidence of your visa interview appointment if you need to apply for a new F-1 visa if your current visa has expired or will expire prior to your planned date of re-entry to the U.S.

I understand that if SEVIS decides for any reason not to reactivate my SEVIS record after the ISSI has requested reactivation or if SEVIS does not reactivate my SEVIS record in sufficient time for me to re-enter the U.S. (or obtain a new visa for those students whose F-1 visa stamp is expired) to resume my studies in the designated academic term, I may need to postpone my return to the U.S. to the next appropriate academic term. Additionally, if my absence from the U.S. has been extended to 5 months or more due to this delay, I will need to follow procedures for re-entry for students who have been out of the U.S. for 5 months or more.

Student's Signature: \_\_\_\_\_

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

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**Instructions for Returning from a Non-Medical Leave of Absence of Less than 5 Months Absence from the U.S. (Excluding Vacation Time Occurring Directly Before or After the Leave of Absence Not to Exceed 8 Months)**

1. Contact your College/Graduate School to let them know that you intend to return.
2. Scan and email to [l.larocque@neu.edu](mailto:l.larocque@neu.edu) or fax to 617-373-8788 the *ISSI Form 116 – Request for Return from a Non-Medical Leave of Absence Form* (this form) to the ISSI **at least 30 days prior to your planned date of return to the U.S. OR at least 60 days prior to your appointment for a visa interview if your current visa stamp will be expired before the date of your planned re-entry to the U.S.**
3. Please note that you can return to the U.S. only within the 30 days prior to the start date of the academic term when you will be resuming your studies. Federal government regulations do not allow an earlier admission to the U.S.
4. The ISSI will request that SEVIS reactivate your SEVIS record.
5. The ISSI will email you when SEVIS has reactivated your SEVIS record so that you will know that you are eligible to either re-enter the U.S. or apply for a new F-1 visa.
6. You should use the same I-20 that you used before you took a leave of absence.
7. Please note that if the end date of your I-20 occurs prior to the date of the start date of the term when you will resume your studies, you will need to return to the U.S. on an initial I-20.

