



Office of International Programs  
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## Leave of Absence or Withdrawal Form (J-1)

### I. OVERVIEW

The purpose of this form is to notify International Student and Scholar Services (ISSS) of your intention to take either a leave of absence or withdraw from Montana State University.

### II. INSTRUCTIONS

#### **If you are applying for a leave of absence or withdrawal before the semester begins:**

1. Complete the Leave of Absence form below.
2. If you are in the U.S., depart within 15 days of your Authorized Early Withdrawal.

#### **If you are applying for a leave of absence or withdrawal during the semester:**

1. Complete the Leave of Absence form below.
2. Make an appointment with an ISSS advisor to discuss the situation.
3. Withdraw from all of your classes only after ISSS approves your request. The Registrar's Office can help you, if necessary. If the semester's withdrawal date has passed, you will need to complete a Retroactive University Withdrawal through the Dean of Students Office. More information can be found at the Office of the Dean of Students website: <http://www.montana.edu/deanofstudents/retro.html>
4. Depart the United States within 15 days of submission of this form.

#### **If you are planning on re-entering the United States following your leave of absence:**

1. If you will be out of classes for **less than five months**: enter with your current DS-2019 and a valid travel signature. Notify ISSS thirty (30) days in advance of the start of the semester for which you wish to return to ensure your record will be returned to ACTIVE. Please email us a confirmation of your return ticket to the U.S. **Note:** If you are out of classes for more than five months, even if you are gone from the country for less than five months, you will have to get a new SEVIS record and DS-2019.
2. If you will be out of classes for **more than five months**: contact ISSS at least three months prior to your return. You will need a new SEVIS record and DS-2019. The 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.

Note: If you wish to return for the summer semester you must be registered for class's full time during that semester.

