

INTO OSU Vacation Term / Change of Level Break Request Form

In order to be eligible for a vacation term, you must study for 9 consecutive months. Other restrictions may apply.

Today's Date _____ OSU ID _____
First Name _____ Last Name (Family) _____
Current U.S. Address: _____ Apt _____
City _____ State _____ Zip Code _____ Phone _____

Current program at INTO OSU : GE AE Conditional Pathway Pathway Grad Pathway CAPN

Which term will you take as a vacation term? Fall Winter Spring Summer 20____

Are you planning to take classes during your vacation term? Yes No If YES, how many credits? _____

What program will you return to after your break? GE AE CPW PW GPW CAPN CAP Degree

Sponsored student information (Saudi Arabian Cultural Mission, Kuwait Embassy, etc.)

Are you sponsored? Yes No Did your sponsor approve you to take a vacation term? Yes No

Is your Financial Guarantee valid until the end of the term after your vacation? Yes No

Signatures:

I understand that this form must be complete, and that payment or a valid Financial Guarantee must be provided **before** I am on a vacation term or before my break between the change in program levels. I also understand that if I am not eligible for a vacation term or change of level, my SEVIS record may be terminated and that this could impact future visa and travel to the U.S. I will meet with an International Student Advisor about my questions.

Student Signature: _____ Date: _____

Please collect the required signatures in specified order!

1. **Academic Support:** Student has been approved to return to study after the vacation or term break.

- ISAS Approval Email Needed Current level _____
 Return Program (specify) GE AE CPW PW GPW CAPN CAP Degree
 Current term ISA eligibility check already in fsaAtlas – No ISA signature needed at this time
 No Finance Check Needed

(Sign)

(Date)

Please collect the required signatures in specified order!

2. INTO OSU Finance (if required):

Information about payment and/or valid Financial Guarantee requirements have been provided.

(Sign)

(Date)

3. International Student Advisor (if required): Student is eligible for:

Eligible for Vacation Term (i.e., Enrolled for 9 Consecutive Months and Full Time for First Term of COL). This includes people who are eligible for a vacation term and may progress at some point during that term.

Eligible for a break between programs due to change of level

Not eligible for a vacation or change of level. Student has been advised on the options for taking a leave of absence, which will require that this I-20 be terminated and a new I-20 created. This may require readmission to an INTO OSU program and completion of the INTO OSU Departure Form.

(Sign)

(Date)

International Student Advisor's use only

COL Shorten I-20 I-20 Termination New I-20 Needed Vacation Term Approved

ISAS DSO initials _____ Date entered into SEVIS _____ Date entered into Banner _____

Notified INTO OSU Academic Support: YES NO (not required)

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INTO OSU Vacation Term / Change of Level Break FAQ

When can I take a vacation term?

- After you have been enrolled full-time for 9 consecutive months (*see note)
- You must be enrolled as a full time student the first term of a Change of Education Level
- You must enroll full-time for the term following the vacation and pay a deposit for an amount that is based on your current program's tuition rate to reserve your place at INTO OSU.

*Please note that Pathway students are not allowed to take a vacation in the first 3 terms of their Pathway program. For example: if you studied in the AE program for 2 terms and then started Pathway, you are not eligible for a vacation.

What is the deadline to turn in the Vacation Term Form?

You must submit the completed form and pay the deposit in full **before** the **first** day of class for the term in which you would like to take a vacation. There might not be a refund of tuition fees in the case of a late vacation term request.

What can I do during my vacation term?

If you are eligible for a vacation term, you can stay in the U.S. or return home. You are also eligible to take part-time classes if you wish. If you are traveling, make sure to get a travel signature on your I-20.

What do I have to do in order to be on a vacation term?

You must meet with INTO OSU Academic Support to determine whether or not you are eligible. You will then get the Vacation Term Form, which you must fill out. You may need to meet with an International Student Advisor and INTO OSU Finance. The form is only complete when you have all required signatures and it is turned in to be processed by ISAS.

Can I get my deposit back if I decide not to come back to INTO OSU or OSU?

No, the deposit for the term after the vacation period is non-refundable.

What if I want to go home before I have earned a vacation term?

You will need to meet with an International Student Advisor (ISA) and complete the appropriate form. The student must submit a Departure Form in this case. You may need to submit a readmit form, as well. The ISA will terminate your record in SEVIS based on authorized withdrawal. If you plan to return to INTO OSU, you will need to request a new I-20 from INTO OSU and pay the SEVIS fee again. Once your SEVIS record has been terminated, you have 15 days to leave the U.S.

Can I transfer to another school (other than OSU) during my vacation term?

Yes, but you must request and complete the transfer by the start date of the term following your vacation term. Students who transfer to a new school must begin classes at the new school within 5 months of the last date they were enrolled at INTO OSU.

If I have an AE or GE I-20 and am progressing to a Pathway or degree program in the following term, can I take a term break?

Perhaps. You must meet with an International Student Advisor to determine whether or not you are eligible for a break between your change in program levels. For example, if you are finishing an AE or GE program in Spring term and starting a Pathway program in the Fall, we can shorten your AE or GE I-20 to your Spring term end date. You then will need to get your new Pathway I-20 within your 60 day grace period. You **cannot** study in the term between programs.