



**Instructions for Returning from a Non-Medical Leave of Absence of
Less than 5 Months Absence from the U.S.***

(please submit this form to the OGS approximately 70 days prior to the start date of your academic term)

1. Contact your college/graduate school to notify them of your intention to return.
2. Complete the *Request for Return from a Non-Medical Leave of Absence Form*.
3. Scan and email or fax your completed *Request for Return from a Non-Medical Leave of Absence Form* to the Office of Global Services (OGS) **approximately 70 days prior to the start date of the academic term in which you plan to return**. Documents can be submitted via email to Laurie Larocque at l.larocque@northeastern.edu or fax to 617.373.8788.
4. The Office of Global Services will request that SEVIS change your SEVIS record status from *terminated* to *active* status. The OGS can request this as early as 60 days prior to the start of your academic term, so it is in your best interest to submit this form 70 days prior to the start of your academic term so that the OGS will be ready to request reactivation 60 days prior to the start of your academic term.
5. Once SEVIS has reactivated your SEVIS record, the Office of Global Services will notify you via email. At this time, you will be eligible to re-enter the U.S. (but no earlier than 30 days before the start of your academic term) or apply for a new visa if your current visa has expired.

**May include summer vacation time occurring directly prior to the leave of absence, but not to exceed a total of 8 months outside of the U.S.*



Name: _____
Last/Family Name
First/Given Name
Middle Name

Northeastern ID: _____ SEVIS ID: _____

Semester/Quarter in which you plan to return from your Leave of Absence:

- Fall Semester/Quarter 20 _____
- Spring Semester/Quarter 20 _____
- Winter Quarter (CPS only) 20 _____
- Summer Semester/Quarter 20 _____

Date you last attended classes: _____ / _____ / _____
Month
Date
Year

Date that you departed the U.S.: _____ / _____ / _____
Month
Date
Year

Date that you plan to return to the U.S.*: _____ / _____ / _____
Month
Date
Year

**Please note, according to government regulations, students may not re-enter the U.S. more than 30 days prior to the start date of their academic term when returning from a non-medical leave of absence)*

Expiration date of your current F-1 visa stamp: _____ / _____ / _____
Month
Date
Year

Email: _____

Emergency Contact in the U.S.: _____
Name

Phone Number
Email

I understand that if SEVIS decides not to reactivate my SEVIS record after the Office of Global Services (OGS) 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, if applicable) 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 (or to more than 8 months when a summer vacation period occurs directly prior to the leave of absence), I will need to follow procedures for re-entry for students who have been out of the U.S. for 5 months or more which entails obtaining and returning to the U.S. with new initial I-20 and new visa if needed.

Student's Signature: _____ **Date:** _____