



Taking a Leave of Absence from UNC Charlotte

International students in F1 status may take a leave of absence from UNC Charlotte as long as they are outside of the US during this period of time.

To re-enter after a leave of absence, students should follow the guidance below:

If re-entering the US within 5 months from the exit date:

- No new I-20 is necessary however the signature on p.2 should be dated within the past year.
- The student must request the ISSO to change his/her SEVIS record back to ‘active’ 60 days prior to the start of the next semester he/she plans to enroll in. Please send an email with a copy of the airline ticket to intlssso@uncc.edu

If re-entering the US later than 5 months from the exit date:

- A new I-20 with a new SEVIS ID# is required.
- A new I-901 fee (\$200) must be paid and;
- A new visa must be obtained prior to the start of the next semester.
- Please send an email to intlssso@uncc.edu and indicate the semester in which you plan to enroll.

Graduate students - must also request a leave of absence through the [Graduate Academic Petition](#) system. Matriculation is held for 1 year.

Undergraduate students - do not need additional permission however must submit a ‘Readmission Application Form’ if not enrolled at UNC Charlotte for more than 12 months.

Please complete the information below and submit to the ISSO prior to your departure from the US:

I am taking a leave of absence beginning: <input type="checkbox"/> Fall 20 _____ OR <input type="checkbox"/> Spring 20 _____	
Name: _____	
(Last Name)	(First Name)
Student ID: 800 - ____ - ____ SEVIS ID: N 0 0 _____ <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	
Date of Departure from the US: ____ / ____ /20____ Date of Anticipated Arrival to the US: ____ / ____ /20____	
I-20 End Date: ____ / ____ /20____ Visa Expiration Date: ____ / ____ /20____ Today’s Date: ____ / ____ /20____	

ISSO USE ONLY:

Processed by: _____	Date: ____ / ____ /20____
Notes: _____	