

LEAVE OF ABSENCE (LOA)

Leave of Absence ["LOA"] may be available for those experiencing personal difficulties who need to temporarily return to their home country. However, if you have been suspended or dismissed, you have no grace period and are required to leave the United States, transfer to another university or change your non-immigrant status immediately.

BEFORE YOU APPLY FOR A LEAVE OF ABSENCE FOR ANY REASON, YOU MUST MEET WITH YOUR ISAO ADVISOR

IMPORTANT QUESTIONS:

- Are you requesting an LOA due to medical reasons?
- How long will you be absent from UMKC?
- Are you planning on staying in the US or going back home?
- Will you return to UMKC?
- **Are you a degree-seeking student or are you studying only English?**

LEAVING FOR MEDICAL REASONS: Staying **IN** the U.S.

- LOA for medical reasons is treated as a Reduced Course Load (RCL) authorization on your SEVIS record.
- You can only request an RCL for a total of 12 months over the course of your ENTIRE degree level (bachelors, masters, doctorate).
- LOA for medical reasons are granted on a semester basis. If you wish to extend your LOA for medical reasons, you will need to submit updated documents for each semester (including summer).

REQUIRED DOCUMENTS:

- Official letter from your doctor stating the following:
 - How your medical condition prevents you from being a full-time student
 - Dates that they say you will not be able to be a full-time student/expected recovery period
 - Must be from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist
 - Must be on letterhead and signed
 - Must have contact information
- Must submit a Full-Time Equivalency (FTE) form (#7 for F-visas, #1 for J-visas) in order to be authorized for the RCL in SEVIS

PROCEDURE:

- We will authorize you for an enrollment of 0 credit hours in SEVIS.
- After approval, if you are currently enrolled in classes, you will need to follow these instructions for a term withdrawal/to drop all classes with Registration & Records: <http://www.umkc.edu/Registrar/withdraw/default.asp>
- Fill out a Leave of Absence form with Registration & Records: http://www.umkc.edu/registrar/forms/leave_of_absence_request.pdf
- Your SEVIS record will remain in "Active" status
- Do NOT leave the U.S. without letting our office know
- You are NOT allowed to work on-campus and you will **NOT** be enrolled in health insurance unless you contact Aetna to let them know you will need to keep your insurance (you need to ensure your fees are paid)
- To continue taking classes at UMKC, you will need to fill out the Return from Leave of Absence form: https://www.umkc.edu/registrar/forms/leave_of_absence_return.pdf
- You will need to enroll full-time for the next available semester (if you're on LOA for Spring, the next semester would be summer) of you will need to complete another medical FTE with updated documentation.

LEAVE OF ABSENCE (LOA)

LEAVE OF ABSENCE: Outside U.S. for LESS than 5 months

STEPS TO FILE LOA:

- Meet with your ISAO/immigration advisor
- Fill out a Leave of Absence form: http://www.umkc.edu/registrar/forms/leave_of_absence_request.pdf
- Drop off a copy of your LOA form for ISAO's file or email it to isoadvisor@umkc.edu
- Complete "Term Withdrawal" survey found here: <http://www.umkc.edu/registrar/withdraw/>
- Make sure your classes have been dropped and your account balance is clear. If you live in the dorms, contact Residential Life
- Submit your completed LOA form to Registration & Records
- Request a Travel Endorsement of your I-20: <http://info.umkc.edu/ISAO/current-students/international-advising/>
- Email your ISAO advisor with the date that you will be leaving the U.S.
 - **IMPORTANT: NO MORE THAN 15 DAYS SHOULD PASS FROM THE TIME YOU DROP YOUR CLASSES TO THE TIME YOU EXIT THE U.S. FAILURE TO ATTEND YOUR CLASSES WILL RESULT IN YOUR RETURN BEING DENIED BY SEVIS.**

PROCEDURE:

- We will terminate your SEVIS record for "Authorized Early Withdrawal". Your record with UMKC will be discontinued.
- Once your record has been terminated, YOU MUST LEAVE THE US WITHIN 15 DAYS. Failure to leave the US within this time period may affect your ability to be granted another visa status and return in the future.

RETURNING TO UMKC:

- You must tell ISAO of the date you will return no later than **30 DAYS** before your intended return date.
- Once you let us know what date you will return, we must submit a correction request to SEVIS to have your records returned to "Active" status.
- Once your status is returned to "Active" you may re-enter the US using the same I-20 you left on as long as it says "Continued Attendance" (NOT "Initial Attendance") with a valid travel endorsement.
- You will need to fill out and return the "Return from Leave of Absence" form found [here](#)

LEAVE OF ABSENCE: Outside U.S. for MORE than 5 months

STEPS TO FILE LOA:

- Meet with your ISAO/immigration advisor
- Fill out a Leave of Absence form: http://www.umkc.edu/registrar/forms/leave_of_absence_request.pdf
- Drop off a copy of your LOA form for ISAO's file or email it to isoadvisor@umkc.edu
- Complete "Term Withdrawal" survey found here: <http://www.umkc.edu/registrar/withdraw/>
- Make sure your classes have been dropped and your account balance is clear. If you live in the dorms, contact Residential Life
- Submit your completed LOA form to Registration & Records
- Email your ISAO advisor with the date that you will be leaving the U.S.

PROCEDURE:

- Your SEVIS record will be terminated for "Authorized Early Withdrawal". YOU MUST LEAVE THE US WITHIN 15 DAYS. Failure to leave the US within this time period may affect your ability to be granted another visa status/return in the future.

RETURNING TO UMKC IF OUTSIDE U.S. FOR 1 SEMESTER (FALL OR SPRING) BUT MORE THAN 5 MONTHS:

- You must advise ISAO of the date you will return as soon as possible.
- Submit updated financial documents.
- We will issue a new I-20 with a new SEVIS ID.
- Pay the I-901 SEVIS fee on your new I-20 that now has a new SEVIS ID.
- If your F-1 visa with the old SEVIS ID is still valid, then you will be able to enter on that one. However, if it has already expired or if it will expire in the next 6 months, then you will have to apply for a new F-1 visa.
- Since you were out of the U.S. for more than 5 months, any F-1 benefits with a requirement of completion of 1 full academic year are now reset. You will not be able to apply for CPT or OPT until you have completed a new academic year.
- You will need to fill out and return the "Return from Leave of Absence" form found here: http://www.umkc.edu/Registrar/forms/leave_of_absence_return.pdf
- Submit a copy of your signed I-20, new visa, and new I-94 to ISAO

RETURNING TO UMKC IF OUTSIDE U.S. FOR A FALL AND SPRING SEMESTER AND THEREFORE MORE THAN 5 MONTHS:

- You must completely reapply to your UMKC academic program and be readmitted
- You will receive a new I-20 with a new SEVIS ID.
- Pay the I-901 SEVIS fee on your new I-20 that now has a new SEVIS ID.
- If your F-1 visa with the old SEVIS ID is still valid, then you will be able to enter on that one. However, if it has already expired or if it will expire in the next 6 months, then you will have to apply for a new F-1 visa.
- Attend a check-in session to submit a copy of your signed I-20, new visa, and new I-94