

# Notification of Absence Form for Students in CIEP

STUDENT HANDBOOK: APPENDIX D-1

Dear Student:

This form is for students planning to return to CIEP after being away. Therefore, if you plan to be away from the CIEP for at least one session, please complete this form.

Please understand that UNI policy offers you ONE session away from studies; however, you must have studied for FOUR consecutive sessions in CIEP or TWO semesters at UNI. Of course, you may leave the university at any time for any reason, but you may have to get a new I-20 and/or visa to return. Knowing your plans, helps us keep your immigration record in good status.

Before you leave, please answer the questions below and give to the office staff in Bartlett 3025.

Your name \_\_\_\_\_

Your address in U.S. \_\_\_\_\_

Your home country address \_\_\_\_\_

Your e-mail \_\_\_\_\_

Your plan to return (when) \_\_\_\_\_

Your reason for leaving          vacation          travel

Other (please explain) \_\_\_\_\_

Your I-20 record SEVIS number \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use Only.** Received by: \_\_\_\_\_ (initials) Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student was presented form and declined to sign. Staff initials \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

File Path: T:\Documents\Office Admin\Handbooks\Student Handbooks\CIEP Student Handbook

\Student Handbook Appendices\D-1 - Notification of Absence Form.pdf

Original copy to student file; make copy for student.