

Request for Leave of Absence

Fill out the student information and keep a copy of the instructions for your return to the US.

Allow 2 business days for processing.

Student Information

Name: _____

Date: _____ Student ID #: _____

Palomar Student Email Address: _____

Cell phone Number: _____

Departure Date: (month, day, year) _____

Semester that you plan to return to Palomar College. Spring _____ Fall _____ Summer _____
year year year

Signature: _____

Instructions

1. Keep your itinerary returning to your home country
2. 30 days before the semester that you are returning to Palomar College, email the following documents to both Judy and Yasue at internationalstudents@palomar.edu.
 - a. Copy of current financial statement (minimum balance of \$26,300 USD)
 - b. Updated [International Student Application](#)
 - c. Letter informing us of your intent to return to Palomar College
3. If you have been out of the US less than 5 months at the time of re-admission to the US, email copies of your itinerary for both trips (one for your departure from the US and one for the return to the US).

When we receive the above documents, we will update your SEVIS record, so that your I-20 form will be revalidated.

If you have any questions, please contact internationalstudents@palomar.edu.

For Office Use Only

Fall Units: _____ Spring Units: _____ Outstanding Balance: _____