

INTO OSU Vacation Term Request Form

In order to be eligible for a vacation term, you must study for 9 consecutive months. Other restrictions may apply.

Today's Date _____ OSU ID _____

First Name _____ Last Name (Family) _____

Current U.S. Address: Go to <https://ipconnect.oregonstate.edu> Click on  Select biographical information, then Local U.S. Address E-Form. * You are required to report your address to SEVIS to maintain your immigration status.

Which term will you take as a vacation term? Fall Winter Spring Summer Year _____

Are you planning to take classes during your vacation term? No Yes If YES, how many credits? _____

Have you completed and submitted an extension form? No Yes

Please read before signing

Deadline: I understand that this form must be complete, and that payment or a valid Financial Guarantee must be provided **before** I am on a vacation term.

Eligibility: I also understand that if I am not eligible for a vacation term or change of level, my SEVIS record may be terminated and that this could impact future visa and travel to the U.S. I will meet with an International Student Advisor about my questions.

Traveling: I understand **I must get a Travel Signature** if I am exiting and entering the US during my vacation. I must ask ISA about visa renewals and passport expiration date.

Health Insurance: I understand that I will not have University provided health insurance while I am on vacation term and I am responsible for obtaining my own health insurance from an outside provider. I understand that this is required by the U.S. immigration law.

Access to Facilities and Services: I understand that when I am on approved vacation term with no enrollment in classes, I do not have access to any of University facilities or services.

Academic and Attendance Standing: I understand that if I am on Probation right now, my Vacation Term request will not be approved until the end of the term. I understand if I am suspended at the end of this term, **my Suspension will cancel my approved Vacation Term** automatically and I will not be on vacation term any more.

Sponsored Students Only: I understand that I must obtain approval from my sponsor for the vacation and any financial or other sponsorship consequences are my responsibility. *Under the terms of our agreement with sponsors, OSU is required to provide enrollment information to sponsors.

Student Signature: _____ Date: _____



1. Academic Support/Pathway Advisor: Student has been approved to return to study after the vacation or term break.

- Return Program (specify) AE AE+PW AE+GPW PW GPW
- Current term ISA eligibility check in Sunapsis—No ISA signature needed at this time
- No Finance signature needed
- Student is set to progress to OSU (specify program) _____

 (Sign) (Date)

2. INTO OSU Finance (if required):

Information about payment and/or valid Financial Guarantee requirements have been provided.

 (Sign) (Date)

3. International Student Advisor (if required): Student is:

- Eligible for Vacation Term (i.e., Enrolled for 9 Consecutive Months and Full Time for First Term of COL). This includes people who are eligible for a vacation term and may progress at some point during that term.
- Eligible for a break between programs due to change of level
- Not eligible for a vacation or change of level. Student has been advised on the options for taking a leave of absence, which will require that this I-20 be terminated and a new I-20 created. This may require readmission to an INTO OSU program and completion of the INTO OSU Departure Form.

 (Sign) (Date)

International Student Advisor's use only

- COL Shorten I-20 I-20 Termination New I-20 Needed Vacation Term Approved
- Notified INTO OSU Academic Support

OIS DSO initials: _____ Date entered into SEVIS: _____ Date entered into Banner: _____

INTO OSU Vacation Term FAQ

PLEASE KEEP THIS FORM FOR YOUR INFORMATION

When can I take a vacation term?

- After you have been enrolled full-time for 9 consecutive months (*see note)
- You must be enrolled as a full time student the first term of a Change of Education Level
- You must enroll full-time for the term following the vacation and pay a deposit that is based on your program after the vacation term to reserve your place at INTO OSU.

*Please note that Standard Three Term Pathway students are not allowed to take a vacation in the first 3 (three) terms of their Pathway program. For example: if you studied in the AE program for 2 (two) terms and then started your 3 (three) term Pathway program, you are not eligible for a vacation until you complete all 3 (three) terms of Pathway.

What is the deadline to turn in the Vacation Term Form?

You must submit completed form and pay deposit in full **before** the **first** day of class for the term in which you would like to take a vacation. There might not be a refund of tuition fees in the case of a late vacation term request.

What can I do during my vacation term?

If you are eligible for a vacation term, you can stay in the U.S. or return home. You are also eligible to take part-time classes during vacation term. **If you are traveling, make sure to get a travel signature on your I-20.**

What do I have to do in order to be on a vacation term?

You must meet with INTO OSU Academic Support to determine whether or not you are eligible. You will fill out the Vacation Term Form. You must collect all required signatures on the form. The form is only complete when you have all required signatures and it is turned in to be approved by OIS.

Can I get my deposit back if I decide not to come back to INTO OSU or OSU?

No, the deposit for the term after the vacation period is non-refundable.

What if I want to go home before I become eligible for a vacation term?

You will need to meet with an International Student Advisor (ISA). The student must submit a Departure Form in this case. You may need to submit an extension form for your program, as well. The ISA will terminate your record in SEVIS based on authorized withdrawal. If you plan to return to INTO OSU, you will need to request a new I-20 from OIS and pay the SEVIS fee again. Once your SEVIS record has been terminated, you have 15 days to leave the U.S.

Can I transfer to another school (other than OSU) during my vacation term?

Yes, but you must request and complete the transfer by the start date of the term following your vacation term. Students who transfer to a new school must begin classes at the new school within 5 months of the last date they were enrolled at INTO OSU.

If I have an AE or GE I-20 and am progressing to a Pathway or degree program in the following term, can I take a term break?

Perhaps. You must meet with an International Student Advisor to determine whether or not you are eligible for a break between your change in program levels. For example, if you are finishing an AE or GE program in Spring term and starting a Pathway program in the Fall, we can shorten your AE or GE I-20 to your Spring term end date. You then will need to get your new Pathway I-20 within your 60 day grace period. You **cannot** study in the term between programs.

Do I have university health insurance coverage during my vacation term?

No. Students get health insurance coverage from University only when are enrolled in classes at Oregon State University. Students on Approved Vacation Term without enrollment for the term are not eligible for student health insurance from OSU.

International students who do not have university provided Student Health Insurance coverage must purchase health insurance from an outside provider. It is mandated by the U.S. Government that International Students have health insurance coverage at all times.

All students receive health insurance coverage during Summer Term if students were enrolled in the Spring Term adjacent to the Summer Term. To receive this health insurance coverage, students are not required to be enrolled in Summer Term.

Can I access university facilities and services when I am on vacation term?

It depends. Many services on campus are for students who are currently enrolled in classes; some services require full time enrollment and some are available to students who are not full time each term. Facilities such as libraries and computer lab and recreation centers on campus also will depend if you are enrolled in classes or not. These facilities services are funded by student fees it will differ from department to department that offer these services and facilities. Student must be aware that when they are on vacation term, they might not have access to all services and facilities that they normally have.

I am a Graduate Pathway Student and I passed all of my classes as needed. I still need to submit my GMAT/GRE to progress to OSU, can I take a vacation?

If you have completed the length of your Graduate Pathway Program and you have been enrolled as a full time student for 9 consecutive months or more, you may be eligible for a vacation term. You must submit your test scores as soon as possible and you must make yourself aware of the deadline to submit the scores in order to start your program at OSU. If you do not achieve the test scores by the deadline to submit scores for progression, then it is your responsibility to contact INTO OSU Academic Support Team to discuss your options for the term after the vacation term.

You will not be required to submit an extension form and make a deposit payment for your current program if you only need to submit test scores for progression to your future program at OSU.

I am on Probation this term, can I take vacation term?

If you are on Probation this term, OIS will wait to approve your vacation term request until the end of the term. This is to make sure you are not suspended at the end of the term.

If I find out that I was suspended from INTO OSU and OSU after my vacation term has been approved, what will happen?

Suspension will overrule your vacation and you will no longer be on vacation term. You must contact OIS and Academic Support immediately.

Should I find off campus housing before I leave for vacation term?

Yes, students in Corvallis have to choose from limited number of housing options, and it is best to take care of your housing now for the term after vacation term. It is harder to contact the leasing offices from your home country, take a tour of the apartment/house, and pay a deposit for the apartment/house if you are out of the country on vacation. It is best to find a house/apartment for your next term on campus before you leave for a vacation term. For more information for Off-Campus Housing Guide, visit the link below:

<http://blogs.oregonstate.edu/intoosu/student-services/housing/>