



## International Student Annual Vacation Request Form

Student Name: \_\_\_\_\_ SID#: 975 - \_\_\_\_ - \_\_\_\_

I'd like to take an annual vacation during the following quarter (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Winter Quarter 20__ | <input type="checkbox"/> Summer Quarter 20__ |
| <input type="checkbox"/> Spring Quarter 20__ | <input type="checkbox"/> Fall Quarter 20__   |

To be eligible to take a vacation quarter, I understand that international student has to attend full-time for three consecutive quarters first unless the student is a first-year student in the U.S. My previous annual vacation was the winter, fall, spring, summer (circle one) quarter in 20\_\_.

Following my vacation quarter, I have intention to return and resume my full-time study.

**I also understand that I MUST get college health insurance during my vacation quarter and will submit a receipt of my insurance fee payment to get my vacation approved by my advisor.**

- I have my own insurance and it is valid during my vacation (Valid through \_\_\_\_\_).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### International Advisor's Approval

- |  |     |    |
|--|-----|----|
| <input type="checkbox"/> Did the student submit an insurance fee receipt   | Yes | No |
| <input type="checkbox"/> If no, does the student have own valid insurance? | Yes | No |
| <input type="checkbox"/> Is the student eligible for a vacation?           | Yes | No |
| <input type="checkbox"/> Is this vacation request approved?                | Yes | No |

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructor permission (needed only if the student is enrolled in a technical program):

I will give the above student \_\_\_\_\_ a permission to take a vacation in the quarter requested above. The student will be able to continue in the program full-time (12 credits or more) after returning from the vacation.

Program Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Reminder for Students:

Although international students are eligible to take one vacation quarter per year, skipping one quarter may interrupt your education plan because classes you need to continue in the program may not be offered in the quarter following your vacation. If you're already in a technical program, please be sure to discuss your vacation plan with your instructor and get a permission to skip one quarter. If you have any questions, don't hesitate to ask!