

## VACATION REQUEST FORM

Date: \_\_\_\_\_

PSU ID/ SOC SEC # \_\_\_\_\_

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Please Check One:

\_\_\_\_\_ **Alternate Vacation Term within the US:** Term requested F W Sp 20\_\_\_\_

Have you been a full time student for three consecutive terms immediately prior to the alternate vacation term? \_\_\_\_\_

\*You must be full time during the summer term following your alternate vacation term. Full time means 12 credits (Undergrad), 9 credits (Grad).

\_\_\_\_\_ **Vacation Term Outside US**

Will you be out of the US for longer than 5 months? \_\_\_\_\_ Date Leaving \_\_\_\_\_ Date Re-entering \_\_\_\_\_

\* You must leave the US prior to the first day of the term in which you plan to be outside the US if you do not plan to register for that term. You may only re-enter the US 30 days prior to the start date of the next term. When you return you must bring the ISS office a copy of the entry stamp in your passport from your home country and the I-94 card from your re-entry to the US or a copy of your airline ticket. If you plan to be out of the US spring term and plan to return prior to 30 days before the begin date of Fall term, you must be registered for summer term.

**I understand the above conditions for a vacation term or a term outside the US**

Signature: \_\_\_\_\_