



Vacation Request Form

F-1 students are eligible for annual vacation after completing 3 consecutive quarters at MCC. Summer Quarter is not an automatic vacation. ISS may consider past enrollment at another institution if there was no break before the transfer.

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
 MCC ID #: _____ Phone #: _____ I-20/SEVIS #: _____
 (It is in the right corner and starts with N00.)
 Address: _____ City, State, Zip Code: _____

1. I am requesting a vacation quarter during _____ **Quarter 201** _____
2. Vacation or 60 day grace period -
 - a. Are you in your final quarter of a certificate or associate program? **Yes or No** _____
 - b. Are you in ESL 0815 or ESLX 0835? **Yes or No** _____

If you answered yes to either question, stop and do not fill out this form. You may have a 60 day grace period. If you are finishing a certificate or associate program, please complete the "Graduating from MCC" form. Please complete the "Change of Educational Level/Major" if you are finishing ESL.
3. Are you leaving the US during your vacation? **Yes or No** _____

Required documents for reentry in the U.S., according to 8 C.F.R. 214.2(f)(4):

- A valid passport or travel document, unless exempt from the passport requirement.
- A valid F-1 visa, unless exempt from visa requirement.
- Page 2 of your I-20 signed by an MCC Designated School Official (DSO).

Recommended documents for reentry in the U.S.:

- Financial documents, such as a bank statement or a letter from a bank or sponsor dated within 6 months.
- Evidence of student status, such as recent tuition receipts, transcripts.
- Copies of your current and/or future class schedule.
- A letter of explanation from ISS if you were on a reduced course load for medical reasons.
- Name and contact information for MCC's Designated School Official (DSO).
- I-901 SEVIS Fee payment receipt.

Reminders:

- Provide your I-20 for a travel signature before you leave the U.S..
- Pay for insurance and any outstanding bills and register for the next quarter.
- Your current I-20 and F-1 visa will become invalid if you are out of the U.S. for more than 5 months.
- Provide ISS with your new I-94 and copy of your admission stamp upon return and any renewed passport or visa.

I will enroll in international student health insurance during my vacation quarter, even if I leave the U.S.

Signature: _____ Date: _____

SECTION II – TO BE COMPLETED BY ISS – P/DSO

Approved: _____ Denied & reason: _____ P/DSO initials & date: _____

For all F-1 students:

- ___ Verify that the student is eligible for the vacation quarter by checking XAPX and that the SEVIS record is active.
- ___ Verify that the student's I-20, visa, and passport are not expired or expiring soon.
- ___ Verify that all contact information is correct in RGPE and SEVIS.
- ___ Contact the student about being approved or denied for vacation.
- ___ Give the student the general registration date for the following quarter and remind them to pay ins. and any bills.
- ___ Enter notes in STRK about vacation quarter.
- ___ Enter information in the "RCL Vacation Grad" Excel spreadsheet in the tab for vacation and quarter.
- ___ Put the form in the bin to be scanned and filed.

For F-1 students leaving the U.S. during the vacation quarter:

- ___ Endorse student's I-20 on page 3, if eligible.
- ___ Put an INTL hold in PERC for I-94 and admission stamp copies and a new passport or visa, if applicable.

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