

Short Term Absence Notice

International students who plan to travel outside the United States must provide the Graduate Program Coordinator with the information requested below. The information will allow the school to assist the student in the event he/she is subject to an extensive security clearance prior to receiving necessary clearance and documentation required for re-entry into the United States.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name: | Enter text. | | | | | URID: | Enter text. |
|  |  | | | | | | |
| Travel Destination Outside the US: | | Enter text. | | | | | |
|  | |  | | | | | |
| Telephone number at which you may be reached during the absence: | | | | Enter text. | | | |
|  | | | |  | | | |
| Will you have access to an e-mail account during the absence? | | | | Choose |
|  | | | |  | | | |
| If yes, please list e-mail address: | | | Enter text. | | | | |  |

Mailing address to which we may mail information to you (if needed) during the absence:

|  |
| --- |
| Enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Departure Date: | MM/DD/YYYY | Anticipated Return Date: | MM/DD/YYYY |

|  |  |
| --- | --- |
| Has Advisor approved absence? | Choose |
|  |  |
| Have you visited the ISO for travel instructions? | Choose |
|  |  |
| Have you obtained the required Travel Documents? | Choose |
|  | | |  |
| Student Signature | | | Date |
|  | | |  |
| Advisor Signature | | | Date |

*If you are detained, notify the appropriate University personnel immediately!*