

## GAP QUARTER REQUEST FORM

Students who are taking a leave of absence are taking ONE (1) quarter off. When you gap a quarter, you must be outside the United States for the entire quarter. In order to take a gap quarter, you are required to meet with an advisor at OISS.

Family Name:\_\_\_\_\_ First Name:\_\_\_\_\_

PERM #:\_\_\_\_\_ SEVIS ID: \_\_\_\_\_ Class Level\_\_\_\_\_

Quarter you will gap\_\_\_\_\_ Estimated Graduation Date\_\_\_\_\_

Reason for Gap Quarter:

\_\_\_\_\_

\_\_\_\_\_

I certify that:

- I have met with an OISS Advisor

Advisor's Signature\_\_\_\_\_ Date\_\_\_\_\_

- I have attached my:
  - Visa
  - Flight Confirmation
  - UCSB Registrar's Cancellation or Withdrawal form
- I understand that taking a gap quarter in my final year may void my eligibility to apply for OPT.
- I understand that I must depart the United States within 15 days of submitting the Gap Quarter request form. Failure to do so will result in accruing unlawful presence.
- It is my responsibility to contact OISS at least 30 days before the quarter I intend to return in order to request a reactivation of my I-20 (if applicable).
- I understand that revalidation on my I-20 is not guaranteed and I may have to return on an initial I-20.

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

OISS Processor

Name\_\_\_\_\_ Signature\_\_\_\_\_

Date\_\_\_\_\_ LOA Entered in ISSM Profile

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