

**ANNUAL VACATION REQUEST**

Full time is 18 contact hours for ELI students; 12 credits for Bachelors and Post Baccalaureate students; and 10 credits for Master’s degree students, each quarter. Request approval before dropping below full-time, including Summer session. If you will be enrolled for a less than full-time course load at any time during a quarter, you must have prior approval from the Office of Global Initiatives. F-1 and J-1 international students are required to maintain full-time enrollment to maintain immigration status.

**8 CFR 214.2(f)(5)(iii) Annual Vacation.**

*An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation **if the student is eligible and intends to register for the next term.** A student attending a school on a quarter or trimester calendar who takes only one vacation a year during any one of the quarters or trimesters instead of during the summer is considered to be in status during that vacation, if the student has completed the equivalent of an academic year prior to taking the vacation, **this would equate to being enrolled full-time for three consecutive quarter or 2 consecutive semesters.***

**A student who drops below a full course of study without the prior approval of an international student advisor will be considered out of status.**

**STUDENT INFORMATION**

Name: \_\_\_\_\_ EWU ID \_\_\_\_\_

Telephone: \_\_\_\_\_ Eagles email address: \_\_\_\_\_@eagles.ewu.edu

I am requesting to drop below a full-time course of study for an Annual Vacation during the \_\_\_\_\_ of (year)\_\_\_\_\_

**READ AND SIGN THE FOLLOWING: I understand that it is my responsibility to maintain my legal immigration status while a student in the United States. If I am not approved for part time enrollment and I do not register full-time, I will be considered out of legal immigration status. Students that do not register for a full-time course load must be reported to the Student and Exchange Visitor Information System (SEVIS), which is monitored by US Citizenship and Immigration Services. I must submit a new Reduced Course Load/ Annual Vacation Request for each quarter that I plan to register for a less than full-time course load.**

*I am requesting an Annual Vacation for the Quarter/Semester indicated above on this form. I will be returning to EWU in the following term at the same level of studies. I understand that I will not be eligible for Annual Vacation again until I have been enrolled full-time for 3 consecutive quarters or two consecutive semesters following this vacation term.*

Signature \_\_\_\_\_ Date \_\_\_\_\_SSSSSSSSSS\_\_\_\_\_

**OFFICE OF GLOBAL INITIATIVES APPROVAL**

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