**VACATION REQUEST (LESS THAN FULL-TIME)**

**What is a Vacation Semester?**

A vacation semester is one in which you are authorized to register for part time credits, or NO credits at all. It can be taken during a fall, spring, or summer semester. To be eligible, you must attend school **full-time for TWO consecutive semesters prior to the vacation semester**. The only exception occurs when you entered the U.S. to attend a **spring** semester as your first semester, in this case, you may take the following summer semester as a vacation semester.

**General Guidelines:**

At the University of Utah, a **summer semester** is not automatically a vacation semester. A vacation semester must be requested through International Student & Scholar Services (ISS) no later than 15 days after the beginning of the semester you are requesting the vacation. You are not authorized for a vacation until you are approved.

- If you fail to submit a timely request and don’t have enough credit hours to meet the full-time requirement, you will be reported to SEVIS as being out of lawful status. A hold will be placed on your academic record preventing registration for next semester’s classes. If your academic record is discontinued as a result, and you are unable to register for classes the next semester, it may be necessary to re-apply for admissions.
- For graduate students in a thesis program who request a correction semester as their last, a vacation semester of (0) credits cannot be taken before a correction semester of (0) credits.
- Your **last semester** cannot be a vacation semester. You must return to school after a vacation semester.

**Travel Signature:**

You may legally remain in the U.S. during a vacation semester, but if you depart the U.S., a valid travel signature on your I-20 or DS-2019 will be necessary for re-entry. If a travel signature is needed, please bring your I-20 or DS2019 to ISS no later than two weeks before you depart.

- Although a travel signature is valid for one year, we recommend that a travel signature be no older than 6 months at the time you re-enter to avoid problems at a U.S. Port of Entry.

**Leave of Absence (LOA) during a FALL or SPRING semester:**

Taking a vacation semester without registration in credit hours (0 credits) during a SPRING or FALL semester requires an **Undergraduate Leave of Absence Form** or **Graduate Leave of Absence Form** to be submitted to the **ISS** along with your vacation request no later than 15 days after the beginning of the semester you are requesting the vacation and leave of absence.

- An LOA is not required if a vacation is taken during a **summer semester**. If you register for classes (such as part time study), you are NOT required to submit a Leave of Absence Form
- **Graduate students** require signatures from their Committee Chair and Department Chair on an LOA before authorization for a vacation semester can be given

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