

DATE _____

COUNTRY _____

CURRIC _____

INTERNATIONAL STUDENT LEAVE REQUEST SHEET

This form is **REQUIRED** prior to leaving the Monterey Peninsula/ San Francisco area (even if you are not missing any classes). Please complete the form below and obtain necessary signatures (Professors if applicable, Country Senior Officer, and Program Officer). Once you've received all required signatures, **please bring the form to the International Graduate Programs Office**. Don't forget to also submit a "request to miss muster" through student services if leaving the Monterey Peninsula over a weekday. Do not depart on leave until you've received an email from the International Graduate Programs Office indicating your vacation itinerary has been processed AND an email from Student Services indicating your missed muster request has been processed. THANK YOU!

NAME: _____
Last First

DATES: _____
Departing Returning

DESTINATION(S): _____

PLANNED ROUTE OF TRAVEL: _____

CELL PHONE: _____

IF TRAVELING OUTSIDE THE UNITED STATES (regardless of whether you have classes), EMBASSY AUTHORIZATION ACKNOWLEDGING THE DATES AND LOCATION OF TRAVEL (IN ENGLISH) NEEDS TO BE ATTACHED TO THIS FORM BEFORE BEING SIGNED BY YOUR PROGRAM OFFICER OR SUBMITTED TO IGPO.

EMBASSY AUTHORIZATION ATTACHED: YES NO

Professors' signatures are required (if you will be missing any classes).

If no classes will be missed, please initial after the following statement:

I will not miss any classes: _____

Professor Signature (If Required)

COUNTRY SENIOR OFFICER (Required)

Professor Signature (If Required)

PROGRAM OFFICER (Required)

Professor Signature (If Required)

Professor Signature (If Required)

IGPO (Required)

Professor Signature (If Required)