Virginia International University
4401 Village Drive
Fairfax, VA 22030
Phone: 703-591-7042
Email: dso@viu.edu

Annual Break Form

This form serves as notice of your intention to take an Annual Break period from the 7 Week ESL Program. Fill out this form completely and bring it to the ISS Office with your current I-20 at least one week before your Annual Break will begin.

Last Name:	**First Name:**	**Middle Name:**
Country of citizenship:	**VIU ID number: _____** **SEVIS ID number: _____**	

1.) First year attended: _____

2.) First session attended (circle one):

Spring I	**Summer I**	**Fall I**
Spring II	**Summer II**	**Fall II**

Planned Annual Break Term(s): _____
(Year)

(Circle one or two)

Spring I	**Summer I**	**Fall I**
Spring II	**Summer II**	**Fall II**

Note: Up to 2 terms allowed, and must be used consecutively

I understand that once my request has been evaluated, I will receive an e-mail from the ISS Office to my VIU e-mail informing me if my request for Annual Break has been approved. The e-mail will also inform me when I am expected to return to VIU to begin my next session of ESL courses.

_____ _____
Student signature Date

_____ _____
Accounting Official Signature **Date**

Please remember the following:

- You must maintain your F-1 student status while on Annual Break.
- You must inform the ISS Office if you plan to leave the U.S. during Annual Break or if your U.S. address changes.
- You are not allowed to participate in any unauthorized employment during Annual Break.
- **You are expected to return to your ESL courses after your Annual Break, on the date you will be given via your VIU e-mail. If you do not register for this term and return to your courses, your F-1 status could be terminated.**

For Office Use Only:

ESL DEPARTMENT: ☐ *4 consecutive terms* – **Approved** ☐ **Denied** Signature: _____

REGISTRAR: *Academic Standing* - ☐ Good ☐ Probation ☐ Dismissal Approved ____ Denied ____ Initials: _____

ISS DEPARTMENT: Term to return to courses: _____ E-mail sent to student: _____ Initials: ____

SS Mar 2016