

VACATION AND TRAVEL REQUEST FORM



DIRECTIONS

- Fill out the form, print.
- Submit this form with your I-20 to Jeni Cooke on the first floor of the Student Union.
- When you drop off your I-20, ask if you need to make an appointment.

STUDENT INFORMATION

OFFICIAL NAME _____ CAPITAL ID# _____

NICKNAME _____ DATE _____

EMAIL ADDRESS _____ PHONE _____

VACATION TERM IN THE USA

The summer semester is the typical vacation term except for MBA students who must be enrolled for two terms before eligibility for a vacation term. All vacation terms **REQUIRE** that you are enrolled the semester after vacation.

WHEN DO YOU WANT A VACATION TERM? SUMMER FALL SPRING YEAR: _____

WHEN DID YOU START AT CAPITAL UNIVERSITY? SUMMER FALL SPRING YEAR: _____

WHEN ARE YOU RETURNING TO CAPITAL UNIVERSITY? SUMMER FALL SPRING YEAR: _____

TRAVELING OUTSIDE THE USA

TO LEAVE THE USA AND **NOT** RETURN TO STUDY.

TO LEAVE THE USA AND COME BACK TO **CAPITAL UNIVERSITY** TO CONTINUE STUDYING. SUMMER FALL SPRING YEAR: _____

TO LEAVE THE USA AND COME BACK TO **A DIFFERENT SCHOOL** TO CONTINUE STUDYING. SUMMER FALL SPRING YEAR: _____