



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). Complete the form below and obtain all necessary signatures. Once you've received all required signatures, **bring the form to the International Graduate Programs Office**; we will send you e-mail confirmation of approval and copy student services. At that time, you will file a request to miss muster. All International student leave is classified as "Annual Leave". 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.

Name: \_\_\_\_\_  
Last Name First Name

Dates: \_\_\_\_\_  
Departing Returning

Destination (s): \_\_\_\_\_

Planned Route of Travel: \_\_\_\_\_

Cell #: \_\_\_\_\_

**IF you are MISSING THREE (3) or more Academic Days OR you will be TRAVELING OUTSIDE THE UNITED STATES, 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

**\*\*NEW\*\* - IF YOU ARE TRAVELING OUTSIDE THE UNITED STATES, YOU ARE REQUIRED TO TURN IN YOUR CAC CARD (AS WELL AS ALL DEPENDENT ID CARDS) TO THE IGPO BEFORE YOU DEPART. THEY CAN BE COLLECTED UPON YOUR RETURN FROM LEAVE. Use your ITO and passport to access the base.**

If no classes will be missed, please initial after the following statement: I will not miss any classes: \_\_\_\_\_

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

\_\_\_\_\_  
Professor Signature (If Required)

\_\_\_\_\_  
COUNTRY SENIOR OFFICER (Required)

\_\_\_\_\_  
Professor Signature (If Required)

\_\_\_\_\_  
PROGRAM OFFICER (Required)

\_\_\_\_\_  
Professor Signature (If Required)

\_\_\_\_\_  
IGPO (Required)

\_\_\_\_\_  
Professor Signature (If Required)

\_\_\_\_\_  
Professor Signature (If Required)