

## **Leaving and Reentering the U.S.**

### **Important Travel Documents**

- Passport (must be valid to re-enter U.S.)
- F-1 Visa (must be valid to re-enter U.S.)
- I-20 with the 3rd page signed by DSO
- Letter from Capstone with names of student, all dependents and dates of travel

### **Before you Leave Capstone**

- Fill out a Leave of Absence (LOA) Request form at the front desk - you must submit a copy of your itinerary or plane ticket.
- Make sure your LOA request is approved BEFORE you leave.
- Pay all tuition and fees owed - you must pay for a new session of study the first day you return to school.

### **If You Plan to Re-enter U.S. WITHIN 5 Months**

- Arrive in Portland early to ensure you can return to school on the first day and on time.
- If you decide to extend your LOA outside the U.S. you must notify Capstone as soon as possible.
- Call or email admissions to receive your new class schedule.

### **If You Plan to Return to the U.S. AFTER 5 Months**

- You will need a new I-20 document mailed to you. After 5 months outside of the U.S., your current I-20 will automatically expire. You will be denied re-entry at the airport if you do not have a new I-20.
- In order to issue a new I-20, Capstone must receive a bank statement or financial guarantee with a date NOT older than 6 months.
- After you receive the I-20, you must pay the SEVIS fee (\$200). For instructions on how to pay, visit [www.fmjfee.com](http://www.fmjfee.com).
- Make sure your F-1 visa and Passport are still valid.

**Please always call or email Capstone if you have questions. Travel safely.**