



Education that Transforms

1980 Gallows Road, 2nd Floor
Vienna, Virginia 22182
Phone: +1 (571) 633-9651
Fax: +1 (703) 890-3372
www.uona.us

VACATION REQUEST FORM

STUDENT ID#: _____

STUDENT'S NAME: _____
Last name First name Middle initial

ADDRESS: _____

City State Zip Code

LOCAL TELEPHONE #: _____ Home Mobile
INTERNATIONAL TELEPHONE #: _____ Home Mobile
E-MAIL ADDRESS: _____

VACATION DATES REQUESTED: _____ to _____
Date vacation begins Date vacation ends

SEMESTER: Spring Summer Winter Fall

I have read the policies set forth on the reverse side of this form and, to the best of my knowledge, I am eligible to take the vacation which I have requested above.

Student Signature

Date

**FORMS ARE TO BE SUBMITTED NO LATER THAN THE
LAST DAY OF THE REGULAR REGISTRATION PERIOD.**

FOR STAFF USE ONLY:

of completed semester: _____

of completed credit hours: _____

Grade point average: _____

Vacation Approved: YES NO

DSO Signature: _____

Printed Name: _____

The policies set forth are applicable only to students who are studying at the University of North America on a F-1 Visa status.

To be eligible to take a vacation:

1. A student must submit this Vacation Request form prior to the end of the *regular* registration period.
2. A student must have completed at least eighteen (18) credit hours at the university; and
3. A student must have at least a 3.0 grade point average.

A student cannot take more than one semester off for a vacation.