



**Cultural Center for Language Studies**  
*Fluency in Languages*

To be eligible for a vacation, you must complete 26 weeks (about 6 months) of consecutive study. In addition, you must meet both the academic and attendance requirements.

If you intend to **travel outside of the country**, you **must** request a travel I-20 endorsed by the DSO. This includes trips occurring during a school break or the weekends.

Full name (as printed on your passport):
SEVIS ID:
Type of F-1 Student: *
Start/End Date:
Do you need a travel I-20?
Do you agree to be charged for tuition for the duration of your vacation period?

**\*This refers to how you enrolled at CCLS. The options are: Initial, Change of Status and Transfer**

Please note that for a vacation request to be complete, you must provide your travel itinerary and provide a Credit Card Authorization form. If you do not want to provide a CA form, please make sure to pay the tuition prior to the beginning of your vacation.

× \_\_\_\_\_  
Student Signature Date

**For office use only:**

Received by: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

× \_\_\_\_\_  
DSO Signature Date