

Below are the steps that you should follow to facilitate your return to the US to resume study at the University of Pennsylvania after an absence or departure:

### Step One

Contact the appropriate person in your academic department or school (usually the academic advising unit) to update your records in the Penn Student Records System (SRS) to verify:

- your return term/date (e.g., Fall semester 2008); and
- your expected completion term/date (e.g., Spring 2010)

ISSS will use the expected completion date in the SRS to determine the expected end date on your new I-20 or DS-2019, so be sure to clarify the proper date with your department/school and make sure any necessary updates are made.

### Step Two

After confirming that your department has made the aforementioned updates in SRS:

- Contact ISSS for a link to the PDF version of the application for a new I-20 or DS-2019.  
<http://www.upenn.edu/oip/iss/forms/i20-ds2019.pdf>
- Fax the completed form along with your supporting documentation as instructed in the above application to ISSS at 215-573-9587. Please allow three weeks for processing.

#### Please also note:

When a student has been out of the country for more than five months (and is not pursuing studies with a Penn program) the student's F-1 or J-1 visa is considered to be invalid even though the actual visa may not have expired.

In this situation, a new visa is required for re-entry into the United States, except for citizens of Canada and holders of Bermudian passports. All students will be issued a new I-20 or DS-2019 with a new SEVIS ID number.

- Visit the US State Department web site: [http://travel.state.gov/visa/temp/types/types\\_2941.html](http://travel.state.gov/visa/temp/types/types_2941.html).
- You must pay the SEVIS fee based on your new I-20 or DS-2019 with a new SEVIS ID number. Instructions will be sent with your new I-20 or DS-2019. Information can be found at <http://www.fmjfee.com/>.
- You may not enter the US more than 30 days prior to the program start date listed on the new I-20 or DS-2019. If you encounter any delays in arriving by the start date indicated on the new I-20 or DS-2019, contact ISSS by email at [oipadm@pobox.upenn.edu](mailto:oipadm@pobox.upenn.edu) prior to the new program start date.
- You must report to ISSS to meet with an International Student and Scholar Advisor upon re-entry with your immigration documents – see our web site for advising availability.
- (For F-1 students only) Since there has been a break in your F-1 status, upon re-entry in F-1 status you will need to complete an academic year of full-time study prior to becoming eligible for certain F-1 benefits, such as off-campus employment authorization.
- Be sure to check with all appropriate units at Penn, including your academic advising unit, Student Financial Services (to make sure any outstanding bills have been settled), on-campus housing, and/or student conduct as sometimes bills and other important documents do not reach the student.

If you are already in the US in another status and plan to apply for a change of status, please meet with an ISSS advisor as soon as possible. For more information, please contact ISSS at [Oipadm@pobox.upenn.edu](mailto:Oipadm@pobox.upenn.edu).