

## ***Policy Regarding International Students Leaving the United States***

International students should know that if they leave the US, they may need a re-entry visa to return. The time required to obtain a re-entry visa can vary from zero to several months. Students should make sure that they have necessary documentation (contact the International Center) prior to leaving to obtain a re-entry visa. However, even with proper documentation, a delay of several months can occur. To address the impact of such delays on the business of the Department of Chemistry, the following policy has been adopted.

If the student is a teaching assistant (TA) and cannot return in time to fulfill their TA duties, they will be removed from their TA position. A consequence of this is that they will lose their tuition remission and therefore not be able to register as a student that semester. They will then have to reapply for admission the following semester. Written acknowledgement of this policy must be submitted to the Graduate Studies office prior to obtaining necessary documentation from Department of Chemistry administrative personnel for a re-entry visa.

If the student is a research assistant and cannot return to fulfill their duties it is up to the research advisor whether the student remains on payroll. If the student does not remain on payroll, then the same consequences as above would apply. Students should have a written agreement with their advisor on how any delays in returning will be handled. A copy of this agreement must be submitted to the Graduate Studies office prior to obtaining necessary documentation from Department of Chemistry administrative personnel for a re-entry visa.

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