

International Students Returning to Pratt  
after a Leave of Absence (RLOA) or after being Readmitted  
(updated for COVID related changes)

**Step 1. SEVIS Form I-20**

Read below to see if you fall under Case 1 or Case 2.

**Case 1** refers to students who were issued an I-20, but never used it to enter the US. It is in INITIAL status. You need an updated one with a new program start date. It will have the same SEVIS number.

**Case 2** refers to students who never received an I-20 or who had an active I-20 after they entered the US before, but the I-20 was TERMINATED when they took a leave of absence and left the US. You need to apply for a new I-20. It will have a new SEVIS number.

**Case 1: I-20 in INITIAL status**

For students who were accepted in the Fall 2020 or Spring 2021 and took a leave of absence in Spring 2021, the process to get a new I-20 may be quite easy if you were issued an I-20 and never arrived. You may just need to send us new financial documents if your I-20 is still in INITIAL status in SEVIS. Please use your OneKey to access and follow the instructions [here](#).

(If you cannot access it, then email the Service Desk at [services@pratt.edu](mailto:services@pratt.edu) to activate your OneKey. Email [uia@pratt.edu](mailto:uia@pratt.edu) to ask for a PDF called "Instructions to Request Your Updated I-20 for Fall 2021.")

Deadline to send new bank statements if you never used the first I-20 and it is in Initial status:

Deadline for Fall return: **June 1**

Deadline for Spring return: **November 1**

**Case 2: I-20 in TERMINATED status or never received an I-20**

For students who never received an I-20 or for students who started at Pratt before Fall 2020, and your I-20 was terminated when you took your LOA: You will need to apply for the new I-20 with a new SEVIS number and pay a new SEVIS fee, just like a new student. To request a new I-20, please use your OneKey to access and follow the instructions [here](#).

(If you cannot access it with your OneKey, then email the Service Desk at [services@pratt.edu](mailto:services@pratt.edu) to activate your OneKey. Email [uia@pratt.edu](mailto:uia@pratt.edu) to ask for a PDF.)

Time period to apply for your new I-20 if your I-20 was terminated:

For Fall return: **April 1-June 1**

For Spring return: **October 1- November 1**

If you are not sure if your I-20 was terminated or not, please contact OIA at [uia@pratt.edu](mailto:uia@pratt.edu) and include your Pratt ID.

***Return for the Fall or Spring semester only:***

OIA only issues I-20's for the Fall or the Spring semesters, not the summer term.

You can arrive 30 days before the start date on the I-20. The first day to be permitted entry will be indicated on the I-20, which is July 23, 2021 for the Fall 2021 semester.

**Step 2. One Key Credentials**

According to the Pratt IT department: "The oneKey remains active under an LOA status for at least one semester, but the student will need to log in every once in a while for the account to remain active. They should also aim to be registered before the LOA status ends to keep their account active. If they attempt to register after the LOA end date, then the account will be deactivated until they get their status reactivated with the Registrar's office."

If you are having difficulty logging into your account, you should reach out to the Service Desk to get assistance: [services@pratt.edu](mailto:services@pratt.edu), tel. +1-718-636-3765

**Step 3. Registration for classes**

*First*, you should check if you have any holds in your [student portal](#). You must have all Holds removed before registering for classes, for example, Health Hold, Bursar Hold, OIA Hold. Contact appropriate offices to remove any holds.

**For OIA Hold:** The OIA hold will state: "OIA Hold: please email [uia@pratt.edu](mailto:uia@pratt.edu) with your name and Pratt ID number." To remove the hold, contact [uia@pratt.edu](mailto:uia@pratt.edu) and include your Pratt ID.

**For a Health Hold:** to remove the hold contact Martha Cedarholm, Senior Student Advocate and Care Coordinator ([mcedarho@pratt.edu](mailto:mcedarho@pratt.edu))

**For a Bursar Hold:** to remove the hold contact Student Financial Services at [sfs@pratt.edu](mailto:sfs@pratt.edu)

*Second*, you should inform your academic advisor that you are returning. While the Leave of Absence keeps your place in your program, it is a good idea to let them know that you are returning. You need to contact them anyway to help get registered for class.

Undergraduates: Contact your academic advisor for assistance with registration.

Graduates: Contact your department for assistance with registration.

### **English Proficiency Exam**

Take the English Proficiency Exam: All students who have been away from Pratt for more than two semesters will be tested again for English proficiency. The test is offered at the end of May to around mid-June. Email [cep@pratt.edu](mailto:cep@pratt.edu) for information and to sign up for the test.

Taking the TOEFL is not required for returning to Pratt.

### **Step 4. F-1 Visa**

Check your F-1 visa validity in your passport.

If you have an F-1 visa that will be valid for entry to the US, you may use it to enter the United States along with your new I-20. You can use it to enter the U.S. up until midnight of the day it expires. You may use your [old visa to return](#) if it will still be valid regardless if you have been out of the country for more than five (5) months, or if the SEVIS number is different.

The [Study in the States website](#), an Official website of the Department of Homeland Security, explains how you can use your valid F1 visa to enter the United States. You can print [this](#) out when traveling to carry along with your I-20.

If your visa will be expired or you never received an F-1 visa, you will need to apply for an F-1 visa at a [US Embassy or Consulate](#).

To request a [transcript of grades](#) for your F-1 visa appointment, send an email to [reg@pratt.edu](mailto:reg@pratt.edu). Include your name, Pratt ID number and mention you need the transcript to get a new visa after returning from a leave of absence.

Citizens of Canada or Bermuda do not need an F-1 visa. However, they do need a new I-20 with a new SEVIS number and have to pay the SEVIS fee.

### **Step 5. Entering the U.S.**

You can arrive as early as July 23, 2021, for the Fall 2021 which is 30 days before the start date of your I-20.

You will need to carry:

- New SEVIS I-20
- Valid visa (expiration date has not passed)
- Valid passport (at least 6 months into the future)
- [Proof of negative COVID test](#) within the last 72 hours

### **Step 6. After arriving to Pratt**

Attend the New Student Orientation: You will learn about any new policies or activities that may have changed since you left Pratt. For dates and more details, go to [www.pratt.edu/orientation](http://www.pratt.edu/orientation).

Mandatory International Student Immigration Check-In: International students are required to check in with OIA upon arrival per federal regulations. You will receive an email asking you to complete the mandatory online check-in with OIA and upload some documents. You will also need to attend the New Student OIA Information Session.

*Additional details for immigration check-in will be shared with you via email, so please check your Pratt email regularly and reply accordingly.*

#### **Information for SEVIS F-1 transfer students:**

If you took a leave of absence, then transferred to another school, you must apply for a new I-20 from Pratt. Please request the new I-20 using the International Student Form and indicate you are a TRANSFER student AND RETURNING AFTER A LEAVE OF ABSENCE. There will be a place to make a comment on the International Student Form (ISF). You can also email Mia Schleifer at [mschleif@pratt.edu](mailto:mschleif@pratt.edu) after you submit the [International Student Form](#).

#### **Returning from LOA Less Than Five Months:**

***This pertains only to students who entered previously on their I-20***

The OIA can request the SEVIS Help Desk to reactivate a terminated I-20 for students who were attending **in person**, then took a LOA, left the US, and will return **in person less than five (5) months later**. The OIA can request this data fix not more than 60 days before the start of the term.

Please contact OIA at [uia@pratt.edu](mailto:uia@pratt.edu) and include your Pratt ID, and SEVIS number from your I-20.

### **Step 7. CPT and OPT eligibility after arrival**

For students in Case 1 (see above), your F-1 status starts the first time you enter the US.

For students in Case 2 (see above), your F-1 status “clock” resets when you return to the US with a new I-20 in Initial status.

In order to be eligible to apply to work off-campus employment such as CPT or OPT, you must be a full-time student in active F-1 status for at least one academic year.

If you have three or more semesters remaining - You will be eligible for CPT and Post-Completion OPT, starting two semesters (one academic year) after returning.

If you have two semesters remaining - You will be eligible for Post-Completion OPT after completing the second semester, but you will not be eligible for CPT

If you have one semester remaining - You will not be eligible for Post-Completion OPT or CPT

Semesters remaining	Eligible for <a href="#">CPT</a>	Eligible for <a href="#">OPT</a>
3 or more	YES	YES
2	NO	YES
1	NO	NO

If you have any questions or concerns about your individual situation about returning to Pratt, please do not hesitate to contact OIA at [uia@pratt.edu](mailto:uia@pratt.edu), (phone) +1 718-636-3674.

**OIA hosts I-20 Tuesdays**

Please attend I-20 Tuesdays on Zoom to speak with an advisor in real time: Tuesdays from 9:30am to 10:00am EST via [Zoom](#). Convert your time zone [here](#).