

INTERNATIONAL STUDENT ABSENCE REQUEST

Part 1 (To be completed by International Military Student, IMS)

Name / Rank:

Home Country:

Dates / Times of Absence: From:

To:

TDY / Leave Address (visit location or hotel where you are staying):

TDY / Leave Phone Number & Cell Phone Number:

Distance (in miles) from
Carlisle Barracks (CBks)

Approval from your Chain of Command Attached:
(Required for travel exceeding 250 miles from CBks.)

Flight Itinerary Attached:
(Required for any air travel.)

Purpose for Absence (If SRP Travel, see note 4, Part II on reverse):

Class(es) / Lecture(s) to be missed (Date, Lesson#, Lesson Title):

- a.
- b.
- c.

Signature of IMS:

Date Submitted:

Part 2 (To be completed by FIs, FA and appropriate academic department ONLY if class time will be missed.)

FACULTY INSTRUCTORS:

a. Class / Lecture:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

b. Class / Lecture:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

c. Class / Lecture:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

FACULTY ADVISER RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

DEPARTMENT CHAIRMAN RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

IF ABSENCE IS MORE THAN 4 ACADEMIC HOURS

DEANS RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

Part 3 (To be completed by International Fellows Program Office.)

a. DIRECTOR/SENIOR LEADER INTERNATIONAL FELLOWS PROGRAM RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

Notes: _____

b. PROGRESS MESSAGE UPLOADED TO SANweb: Date/Sign _____ / _____

Part 4 (To be completed ONLY if disapproved, appeal authority is the USAWC Deputy Commandant)

Dcomdt's RECOMMENDATION:

Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____