

Office of the Registrar

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LEAVE OF ABSENCE APPLICATION

Students in Ph.D. and M.A. programs may request up to 4 semesters of leave. Please consult with Financial Aid and the Office of the Provost to see how taking leave would affect your fellowship status, etc.

STUDENT INFORMATION

Note: When not using Adobe you may need to hover over the drop-down arrow.

Click above and choose your program from the drop-down menu.

Date

Name: Last First MI

EMPLID (CUNYfirst ID)

Current Street Address

Email

City State Zip

Phone #

Student Signature

INTERNATIONAL STUDENTS This step must be completed prior to submission of form

Visa Status: _____

LoA effective date: _____ Signature of Director of International Students: _____

INFORMATION REGARDING REQUESTED LEAVE

Period of Requested Leave of Absence: Fall 20_____ Spring 20_____ Fall 20_____ Spring 20_____

Reason for Leave of Absence (attach extra page(s) if necessary): _____

E.O. Signature of Approval

Date

OFFICE USE ONLY

- Verified no holds on student Account
- Transcript Text
- Student not enrolled for semester of requested LoA

- Program Plan Stack
- Milestone
- Notified program and student on: _____

Last attended: _____

Prior leaves taken: _____