



International Undergraduate Student Request for Leave of Absence

The University of Utah

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •

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International undergraduate degree seeking students are eligible to register for one term from the last term of enrollment. A leave of absence allows students who meet specific requirements to extend enrollment eligibility for a maximum period of one semester.

Instructions:

1. Complete the International Undergraduate Student Request for Leave of Absence.
2. International students on an F1 or J1 visa must obtain permission from the International Student & Scholar Services (ISSS) prior to submitting this leave of absence.
 - Medically Necessary Reduced Course Loads are approved for one semester at a time, and may be extended through the ISSS for an additional semester to a maximum of 12 months.

International Student & Scholar Services Official _____ Date _____

Medically Necessary Reduced Course Load 1 2 3 Semester Other

3. Drop/withdraw from the class(es) for the semester that you are requesting a leave of absence.
4. Submit this form in person, via fax, or via US mail on or before the last day to add/drop second half classes for the semester the leave of absence is requested to the Registrar's Office. You will be notified through your Umail account of the action taken.

Note: A student who chooses to drop his/her class(es) should first determine the impact, if any, on insurance coverage, financial aid awards, loan repayments, residential living, etc., which may require evidence on the academic record of course completions and/or enrollments.

It is your responsibility to register for the semester following this leave of absence. If you do not register for the term indicated below, you must readmit through the Admissions Office.

Student Name _____ Student I.D# _____

I am requesting a leave of absence beginning: (check one) Fall Spring Summer Year: _____

I will return: (check one) Fall Spring Summer Year: _____

Reason for leave of absence: _____

I understand that forms submitted without complete information or approval from the International Student & Scholar Services will not be considered.

Student Signature _____ Date _____

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Approved _____ Denied _____

Comments: _____

Entered: _____ Verified: _____