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 • 801-585-7860 fax

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 taking a vacation semester or a medically necessary reduced course load of zero (0) credits must obtain permission from International Student and Scholar Services (ISSS) prior to submitting this leave of absence.

   - Vacation Semesters for International Students will only be approved for one semester and may not be extended.
   - Medically Necessary Reduced Course Loads are approved for one semester at a time, and may be extended through ISSS for an additional semester to a maximum of three semesters (one academic year).

_____ _____

ISSS Official Date

☐ Vacation Semester

☐ Medically Necessary Reduced Course Load ☐ 1 ☐ 2 ☐ 3

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 of regular semester finals for the semester the leave of absence is requested. 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 ID #: _____

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

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

Reason for leave of absence: _____

I understand that forms submitted without complete information or approval from ISSS will not be considered.

_____ _____

Student Signature Date

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Approved Denied International Student: Yes / No Received ISSS Permission: _____

Comments: _____

Entered: _____ Verified: _____