



# Leave Request Form

◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

**Note:**

- No form is required if you are planning to be out for only one semester (International Students: please see instructions # 6). Students out for only one semester are eligible to return without submitting an admission application unless disqualified or disenrolled for non-payment of fees.
- A leave may be requested for any of the three reasons indicated on this form.
- A leave can be requested for more than one semester but no more than four semesters.
- Disqualified students or students disenrolled for non-payment of fees, cannot file a request for leave.
- A health leave shall not be granted initially for more than two consecutive semesters, but may subsequently be extended if the department chair is satisfied that circumstances so warrant. A request for an extension must be made in the same manner as the initial application.
- A planned educational leave must be approved and submitted prior to the opening day of classes of the second term of the leave.
- Students in their first term of attendance are not eligible for a leave of absence.
- Please read current SJSU Catalog regarding the University's policy on "Leave of Absence and Withdrawal" before printing and completing the form. It is available online at <http://info.sjsu.edu/static/catalog/policies.html>

**Instructions:**

1. Complete the form, print clearly, indicating type of leave requested.
2. All signatures are required. Undeclared students should contact Academic Student Services for advice and signatures.
3. Submit the form to the "R" (Registrar) counter at the Student Services Center.
4. Do not reapply if you decide to return before the end of the leave. It is your responsibility to notify the Office of the Registrar in writing of any changes.
5. A new petition with departmental approval must be obtained to extend the length of the leave. Check the extension box on this form if it is an extension.
6. All International Students planning to be out for one or more semesters must go to International Programs & Services (IPS) and get approval signature before submitting the form.

SJSU ID #: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street # City State Zip Code

Major: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Term Last Attended: \_\_\_\_\_ Year \_\_\_\_\_ Leave Start: Term \_\_\_\_\_ Year \_\_\_\_\_ Leave Return: Term \_\_\_\_\_ Year \_\_\_\_\_  
Spring/Summer/Fall 4 digits Spring/Fall 4 digits Spring/Fall 4 digits

Check this box if this is an extension of an existing leave.

Indicate your type of leave: (Please check one box.)

- Health Related Leave (Please attach documentation from doctor.)
- Military Leave (For students called to active duty. You must attach copy of military orders. Leave may not exceed 5 years)
- Planned Educational Leave (Please write a statement indicating how this will be completed and how this leave will enhance your educational program.)

**Personal Statement or explanation of need for leave (please use additional paper or the back of this form if more room is required):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Major Advisor's Printed Name & Signature Date

\_\_\_\_\_  
Dept. Chairperson's Printed Name & Signature Date

\_\_\_\_\_  
IPS Advisor's Printed Name & Signature(for Int'l students)Date

\_\_\_\_\_  
Bursar Officer's Printed Name & Signature Date

**For Office Use Only:**

Date Received: \_\_\_\_\_ by: \_\_\_\_\_

Leave Request 06-02-11