

## Request for Leave of Absence

Student Name: \_\_\_\_\_ Degree: \_\_\_\_\_

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

Student Email: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Proposed return date: \_\_\_\_\_

**LEAVE TYPE (PLEASE CHECK ONE):**

Personal Leave: \_\_\_\_\_

Educational Leave: *Name of Institution* \_\_\_\_\_

Medical Leave: \_\_\_\_\_

**\*\*Medical LOAs must provide medical note from physician to return**

**LEAVE OF ABSENCE / REINSTATEMENT** Graduate students in good academic standing who cannot maintain continuous registration may apply for a leave of absence, in writing, to the MGSA Dean of Students. A student may be granted a leave of absence for a period not to exceed one academic year. Please note that different rules apply for International students in accordance with INS regulations. The Dean must receive written notification of the student's intent to return one month prior to the expiration of the leave. If the leave was for medical reasons, the student must document medical clearance to return.

Foreign students holding a student visa who wish to temporarily leave the United States must obtain permission from the Dean's Office and Global Services 30 days prior to their travel. Students granted permission must then apply for a new I20 or IAP-66 in order to return to the U.S. Any foreign student who leaves the United States without the consent of the Dean's Office is subject to disciplinary action. Students not returning from leave of absence within the approved date may be required to re-apply and undergo a new admissions process.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The completed form must be submitted to the Mason Gross Dean's Office for approval:

**Mason Gross School of the Arts  
Rutgers, The State University of New Jersey  
Dean's Office – Dean of Students  
33 Livingston Avenue  
New Brunswick, NJ 08901  
FAX: 732-932-8794**

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_