

This petition must be submitted to the Graduate College prior to the tenth day of the term of which leave is requested (fifth day in summer). Consult the back of the form for eligibility. All relevant sections are to be completed and endorsed before submission. The leave does not take effect unless and until it is approved by the Graduate College. Exceptions to the filing deadline will *only* be considered for medical reasons and with a confirming statement by the treating physician. See reverse for policy guidelines.

Print Name: last/surname/family _____ First _____ Middle _____ University ID Number (UIN) _____

Local Address _____ Your Program _____ Degree Sought _____

City _____ State _____ Zip _____ Phone Number (daytime) _____ E-mail _____

If you have already registered for a term included in the requested leave period, you *must* cancel your registration with the Registration Office before the official first day of that term (for elimination of all charges), or withdraw from the university by the tenth day (fifth day of summer) of the term (for a partial reduction of charges). Consult the current *UIC Schedule of Classes* for procedures. **The Leave of Absence petition itself does not withdraw you from any class.**

Reasons for requested leave: _____

Have you passed your doctoral preliminary exam? No Yes

Are you on an F-1 or J-1 Visa (*international student*)? No Yes, I am on an _____ Visa.

Last term in residence _____
[you are considered in residence if you were registered through the tenth day (fifth day in summer)]: _____ term, 20____

Indicate term(s) of requested leave:
 Summer 20____ Fall 20____ Spring 20____ Summer 20____ Returning _____ term, 20____

Check the box(es) if you have any of the following for the term(s) of the requested leave:
 Fellowship Tuition and Fee Waiver from Graduate College Teaching/Research/Graduate Assistantship Student Loan

Date Student Signature

If you have a student loan, contact the Office of Student Financial Aid for signature of approval:
 Approve Deny

Date Financial Aid Signature

If you are on an F-1 or J-1 Visa, contact the Office of International Services for signature of approval:
 Approve Student may need to request new UIC Immigration documents prior to returning to UIC Deny

Date OIS Signature

Major adviser recommendation: _____
 Approve Deny

Date Adviser Signature

Director of graduate study recommendation: _____
 Approve Deny

Date DGS Signature

Graduate College recommendation: Approve Deny

Date Graduate College Signature