A leave of absence is required for any Fall or Spring term for which a student does not wish to enroll in classes. Return the signed application to your Hawai‘inui‘kea School of Hawaiian Knowledge Academic Advisor for review. Please Type or Print!

UH ID No. __________________________ Legal Name __________________________

Family/Last First Middle

First Semester of Leave: __________________________ Semester of Return: __________________________

**International Students:** Nonimmigrant students and their dependents must maintain an appropriate visa status at all times.

Are you a U.S. permanent resident?  □ Yes  □ No. If No, indicate visa type (e.g. J-1, F-1): __________________________

Will you remain in the U.S. during this period?  □ Yes  □ No
If No, I will depart the U.S. on __________________________ and return on __________________________

PLEASE READ THE FOLLOWING AND SIGN BELOW:

- You must notify the Office of Admissions and Records (Residency Officer) of any change in your tuition status.
- You must return to the same college, major and degree program that you left.
- If you do not re-enroll for the approved semester of return, as indicated above, you will be considered to have withdrawn without notice; and will be required to apply for re-admission using the System Application Form (including application fee); and will be subject to the core, major and graduation requirements in effect at the time of re-enrollment.
- If you enroll in any other college or university during your leave of absence, your leave will be canceled and you must apply as a transfer student using the System Application Form and have official copies of your transcripts sent to the Admissions and Records Office in accordance with regular application deadlines.
- If you should be placed on probation, suspension or dismissal, your leave will be canceled. Suspended or dismissed students are required to satisfy the conditions of his/her academic action.
- If you have ever received a financial aid loan, this leave of absence may not defer your loan. Please check with your loan servicing company if you have questions.
- To REGISTER for classes when you return (the semester indicated above), please visit the MyUH Portal. Important registration information will be sent to your hawaii.edu email account.

Student Signature __________________________ Date __________________________

**TO BE COMPLETED BY STUDENT ACADEMIC SERVICES OFFICE**

This Leave of Absence Application is □ Approved □ Denied.

Dr. Kamuela Ka‘ahanui
Student Academic Services Representative (print name and sign) __________________________ Date __________________________

**ADMISSIONS AND RECORDS USE ONLY**

- Before 1st Day of Instruction
  - Cancel Registration
- On or After 1st Day of Instruction
  - Complete Withdrawal

Update General Student

- Enter Leave Code (A)
- Enter Leave Dates

International Student Information

- Verify Visa Status
- Copy to ISS if International Student

Entered by __________________________ Date __________________________

Revised 04/10