



UNIVERSITY of HAWAI'I MĀNOA

Overseas Study Leave of Absence Application

An overseas study leave of absence is allowed for any Fall or Spring term for which a student wishes to enroll in classes at an overseas institution. A student on an overseas leave of absence registers as a continuing student for the semester of return. Courses must be taken at an institution recognized by the University of Hawai'i at Mānoa in order to be eligible for transfer. Courses taken at a recognized institution are evaluated on an individual basis and may or may not be awarded transfer credit. More information on transferability of specific courses is available from the Office of Admissions. Return the signed application to your College or School Student Academic Services Office for review.

PLEASE PRINT:

Name: Family/Last First Middle

UH Number: Email: @hawaii.edu

First Semester of Leave: Semester of Return:

International Students ONLY: 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 (Residency Officer) of any change in your tuition status.
You will 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If you do not re-enroll for the approved semester of return, as indicated above, you will be considered to have withdrawn without notice and must apply for re-admission using the System Application Form (including the application fee). You will be subject to the core, major and graduation requirements in effect at the time of re-enrollment.
If you should be placed on 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 shall not defer your loan.
To register for classes when you return (the semester indicated above), please visit STAR GPS Registration. Important registration information will be sent to your hawaii.edu email account.

Student's Signature

Date

TO BE COMPLETED BY COLLEGE OR SCHOOL STUDENT ACADEMIC SERVICES OFFICE:

This Leave of Absence is approved.

Student Academic Services Representative's Signature

Date

OFFICE OF THE REGISTRAR USE ONLY:

Before 1st Day of Semester (continuing students):

Cancel Registration

On or After 1st Day of Semester:

Complete Withdrawal

Initials: Date:

Update General Student:

Enter Leave Code (A)

Enter Leave Dates

Create new general student for returning term

Update admit term on general student to allow registration

International Student:

Verify Visa Status

Copy to ISS