

# University of Hawai'i at Mānoa

## Overseas Study Leave of Absence Application

An overseas study leave of absence is required for any Fall or Spring term for which a student wishes to enroll in classes at an overseas institution. 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 and Records. Return the signed application to your College Student Services Academic Office for review.

Please Type or Print:

UH Number: \_\_\_\_\_ Name: \_\_\_\_\_  
Family/Last First Middle

Name and Location of Overseas Institution

Name \_\_\_\_\_ Location \_\_\_\_\_  
City/Country

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- If you do not re-enroll for the approved semester of return, as indicated above, you will be considered to have withdrawn without notice; and will be required to apply for re-admission using the System Application Form (including application fee); and will be subject to the core,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 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's Signature

\_\_\_\_\_  
Date

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

This Overseas Study Leave of Absence Application is approved/denied.

\_\_\_\_\_  
Student Academic Services Representative (print name and sign)

\_\_\_\_\_  
Date

**ADMISSIONS AND RECORDS USE ONLY**

- Before 1<sup>st</sup> Day of Instruction  
\_\_\_\_\_ Cancel Registration

- On or After 1<sup>st</sup> Day of Instruction  
\_\_\_\_\_ Complete Withdrawal

**Update General Student**

\_\_\_\_\_ Enter Leave Code (E)

\_\_\_\_\_ Enter Leave Dates

\_\_\_\_\_ Create new general student for returning term

\_\_\_\_\_ Update admit term on general student to allow registration.

**International Student Information**

\_\_\_\_\_ Verify Visa Status

\_\_\_\_\_ Copy to ISS if International Student

Entered By \_\_\_\_\_

Date \_\_\_\_\_