

University of Hawai'i at Mānoa

Leave of Absence Application

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 College Student Services Academic Office for review.

Please Type or Print:

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- If you do not re-enroll for the approved semester of return, as indicated above, you will be considered to have withdrawn without notice; and will be required to apply for re-admission using the System Application Form (including application fee); and will be subject to the core,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

Date

TO BE COMPLETED BY STUDENT ACADEMIC SERVICES OFFICE

This Leave of Absence Application is approved/denied.

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

_____ 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 _____