

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- If you do not re-enroll for the approved semester of return, as indicated above, you will be considered to have withdrawn without notice; and will be required to apply for re-admission using the System Application Form (including application fee); and will be subject to the core,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