

This petition must be submitted to the Graduate College prior to the tenth day of the term of which leave is requested (fifth day in summer). Consult the back of the form for eligibility. All relevant sections are to be completed and endorsed before submission. The leave does not take effect unless and until it is approved by the Graduate College. Exceptions to the filing deadline will *only* be considered for medical reasons and with a confirming statement by the treating physician. See reverse for policy guidelines.

Print Name: last/surname/family \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ University ID Number (UIN) \_\_\_\_\_

Local Address \_\_\_\_\_ Your Program \_\_\_\_\_ Degree Sought \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number (daytime) \_\_\_\_\_ E-mail \_\_\_\_\_

If you have already registered for a term included in the requested leave period, you *must* cancel your registration with the Registration Office before the official first day of that term (for elimination of all charges), or withdraw from the university by the tenth day (fifth day of summer) of the term (for a partial reduction of charges). Consult the current *UIC Schedule of Classes* for procedures. **The Leave of Absence petition itself does not withdraw you from any class.**

Reasons for requested leave: \_\_\_\_\_

Have you passed your doctoral preliminary exam?  No  Yes

Are you on an F-1 or J-1 Visa (*international student*)?  No  Yes, I am on an \_\_\_\_\_ Visa.

Last term in residence \_\_\_\_\_  
[you are considered in residence if you were registered through the tenth day (fifth day in summer)]: \_\_\_\_\_ term, 20\_\_\_\_

Indicate term(s) of requested leave:  
 Summer 20\_\_\_\_  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_ Returning \_\_\_\_\_ term, 20\_\_\_\_

Check the box(es) if you have any of the following for the term(s) of the requested leave:  
 Fellowship  Tuition and Fee Waiver from Graduate College  Teaching/Research/Graduate Assistantship  Student Loan

\_\_\_\_\_  
Date Student Signature

If you have a student loan, contact the Office of Student Financial Aid for signature of approval:  
 Approve  Deny

\_\_\_\_\_  
Date Financial Aid Signature

If you are on an F-1 or J-1 Visa, contact the Office of International Services for signature of approval:  
 Approve  Student may need to request new UIC Immigration documents prior to returning to UIC  Deny

\_\_\_\_\_  
Date OIS Signature

Major adviser recommendation: \_\_\_\_\_  
 Approve  Deny

\_\_\_\_\_  
Date Adviser Signature

Director of graduate study recommendation: \_\_\_\_\_  
 Approve  Deny

\_\_\_\_\_  
Date DGS Signature

Graduate College recommendation:  Approve  Deny

\_\_\_\_\_

\_\_\_\_\_  
Date Graduate College Signature