

Leave of Absence Notification for Undergraduate Students

Office of Registration & Transcripts
Administration Building, Room 210
PO Box 210066, Tucson, AZ 85721-0066



<http://www.registrar.arizona.edu/>

Email: REG-reghelp@email.arizona.edu

Phone: 520-621-3113 ~ Fax: 520-621-8944

Do you qualify for **Back2UA**? If you meet the qualifications for **Back2UA**, you **DO NOT** need this form.

Back2UA: Undergraduate students (U.S. citizens and permanent residents) may miss no more than two consecutive regular (Fall/Spring) semesters without applying for readmission or requesting an official Leave of Absence. **To qualify, students must be in good academic standing (not on probation or disqualification) and must have degree-seeking status.** Please visit <http://admissions.arizona.edu/other/back2ua-program> for more information.

Are you an **International Student** or do you have **non-degree seeking status**? **If yes, proceed with this form.**

You must meet the following criteria in order to qualify for an official Leave of Absence.

1. Cumulative GPA of at least 2.000.
2. Bursar account must be paid in full.
3. No pending disciplinary action.
4. Be registered for the semester immediately preceding the term for which the leave is requested or have an approved Complete Withdrawal on file through the Office of the Registrar .

NOTICE: Undergraduate students who do not return at the end of the approved leave or students who drop all their courses without being granted **Official Leave of Absence** will be required to apply for readmission through the Office of Admissions.

Name	Student ID Number
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Address During Leave	Phone Number During Leave
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College/Major	University Assigned E-mail Address
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Last Semester/Year Enrolled	Returning Semester/Year	Expected Graduation Date
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FIRST SEMESTER AND YEAR OF ABSENCE	SECOND SEMESTER AND YEAR OF ABSENCE
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REASON FOR LEAVE:

I must notify the Office of Registration and Transcripts, Administration Building, Room 210, if I plan to return earlier than the period of time requested. I hereby authorize and direct the Office of Registration and Transcripts to cancel my course(s) scheduled during the period of time included in my Leave of Absence.

_____ Date _____ Date
 Student's Signature Academic Advisor or College Dean Signature

Are you an International Student? Yes No

If yes, international students must contact the Office of International Student Programs and Services at 915 N. Tyndall Avenue, 520-621-4627, for immigration briefing and approval, prior to submitting the Leave of Absence form to the Office of Registration and Transcripts.

_____ Date _____
 Authorized International Student Programs and Services Signature

Financial Aid and Loan Repayment Responsibilities

- Students who will be receiving Financial Aid from the University of Arizona during their time away should not apply for this leave. Please contact the Office of Student Financial Aid at 520-621-1858 or askaid@email.arizona.edu .
- The enrollment status of a student on an Official Leave of Absence will be reported to lenders and loan servicing entities as "not attending". If you have a student loan, you are advised to contact your lender for information about your rights and responsibilities regarding repayment.

Registrar Office Use Only

Qualifications Met? Yes No

If No, reason: _____

Processed by: _____

Date student emailed: _____