



INSTRUCTIONS

- This form may be filled out on-line but must be printed out and signed by the department DGS or Chair.
- Requests should be sent by the department to the Office of Academic and Student Affairs (OASA) at 6 Washington Square North, 2nd floor.
- Incomplete requests will be returned to the department.
- The department is responsible for notifying students of the outcome of the request.
- Time on leave of absence counts toward time to degree.
- In order to qualify for a leave of absence, students must be in “good standing”, see GSAS Policies and Procedures Section 4.1.
- For more detailed information on leaves, please refer to the GSAS Policies and Procedures Manual Section 5.4 <http://gsas.nyu.edu/page/grad.pp.manual.html>

Department:

Student Name:  UID:

Degree: MA                      MS                      PhD                      Is this an International Student?      Yes      No

Period for Leave requested (*not to exceed one calendar year except in the case of national service*):

STARTING Semester and Year:  RETURNING Semester and Year:

Reason for Request (Please check one):

**National Service** –Please specify and provide documentation

**Medical** –Please provide a note on OFFICIAL letterhead from treating physician or other appropriate healthcare professional describing the degree and duration of incapacitation if unable to schedule an appointment with the University Health Center

**Compelling Personal Reason** –A compelling reason should be based on a situation which is out of the student’s control, such as a family or legal emergency. The Graduate School will also allow maternal and paternal leaves of absence for childbirth. Students should provide thorough explanation in the space provided below (attach additional pages is necessary).

Signature of Director of Graduate Studies or Chair: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

For OASA use only.

Approved  Denied

OASA Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date: \_\_\_\_\_