LEAVE of ABSENCE or TRANSFER NOTIFICATION

Print Full Legal Name:  

Current Address:  

Current Address:  

Print Full Legal Name:  

Gender of Student:  Male Female

Contact Email Address:  

Contact Phone Number:  

Home Phone Number:  

Permanent Address:  

I am requesting a **Leave of Absence** from Emory College. I have circled or listed below the reason(s) for this decision. (I understand that this information has no bearing on my readmission to Emory College or financial aid assistance).

- Last Semester of Enrollment: Fall 20__________ Spring 20__________ Summer 20__________
- Semester of Expected Return: Fall 20__________ Spring 20__________ Summer 20__________

I am requesting a **Transfer** as I do not anticipate returning to Emory College. I have checked or listed below the reason(s) for this decision. It is my intention to transfer to ____________________________.

- Last Semester of Enrollment: Fall 20__________ Spring 20__________ Summer 20__________

*Family Emergency___  Personal Leave___  Other deciding factor(s) ________________

*Financial___  Study Abroad (Non CIPA)___

*Medical___   Church Mission ___

*Military Service___

**Student Checklist:**

- A **Leave of Absence Notification form** may be submitted in person, via fax to Leave of Absence Request 404.727.0638 or through the mail to, LOAR, Office for Undergraduate Education, 301 Dowman Drive, 300 White Hall, Emory University, Atlanta, GA 30322.
- **Assigned housing.** You are responsible for notifying the Office of Residence Life and Housing directly. Housing will let you know what procedures you will need to follow. A copy of this letter will be sent to the Office of Residence Life and Housing to verify your status with the university. Contact the Office of Residence Life and Housing at 404.727.7631 or E-mail them at housing@emory.edu.
- **E-mail.** Students who request a Leave of Absence, E-mail account will be retained for one year. Students who are transferring are advised to access your E-mail account immediately because it will soon become inactive. Any emails you wish to keep will need to be individually forwarded to your personal or non-Emory email address. Contact UTS at 404.727.7777 with questions.
- **Readmission.** Submit the attached request for readmission form to Senior Associate Dean Joanne Brzinski, Office for Undergraduate Education, 300 White Hall, Emory University, Atlanta, GA 30322 at least 30 days prior to pre-registration or no later than 30 days prior to registration day for the semester in which you plan to return. Readmission does not carry with it the acceptance of any transfer credit for courses taken at another institution. If you wish to return to Emory and receive credit for work done elsewhere, you will need to apply as a transfer student through the Office of Admissions.
- **All International students** must see an International Student and Scholar Services at Emory University (ISSS) advisor.

Student Signature: __________________________ Date: __________________________

Revised Fall 2013