



Before submitting this application to your Academic Advisor please make sure to read the Leave of Absence policy.

Section 1: To be completed by the student

Hopkins Student ID #: _____

Name: _____
(Please Print) Last First Middle

Phone number: _____ JHU E-mail address: _____

1. I have previously been approved for a leave of absence: Yes No
 - a. If "yes", when: _____
2. I am seeking the following degree (check one): MS MBA Graduate Certificate
3. I am an international student: Yes No
4. I am currently receiving financial aid: Yes No
(Funds issued by the Financial Aid Office in the form of loans, grants, scholarships, work study, etc.)
5. I am requesting a leave of absence for the _____ term through the end of the _____ term.
6. Reason for absence (check one): Medical Condition Personal or Family Hardship Military Service
7. The last day I intend to work in any way toward the completion of my degree prior to starting LOA will be _____ (mm/dd/yy).
8. I estimate the completion of all my remaining degree requirements by _____ (mm/dd/yy).
 I have included the mandatory documentation *(i.e. medical documentation from a medical professional if a medical leave, personal letter for personal hardship, service order with start and end dates for the call to military duty)*

Student's Signature: _____ Date _____

Section 2: To be completed by the Office of International Services (OIS) and/or Financial Aid Office (if applicable)

OIS Representative's Signature: _____ Date _____

Financial Aid Representative's Signature: _____ Date _____

Submit to your Academic Advisor after completing Sections 1 and 2. Your Academic Advisor will submit to the LOA Committee for review and decision.

Section 3: To be completed by the LOA Committee

Committee Decision:

- Approved
- Approved with the following conditions: _____
- Denied due to: _____

LOA Committee Chair Signature: _____ Date _____

The Registrar's Office will send approval of Leave of Absence via email