University of Southern California
Viterbi School of Engineering

LEAVE OF ABSENCE REQUEST FORM

(For MS, ENGINEER and PhD Students)

This form is used when a student requests a leave of absence from a Master of Science or Engineer or PhD degree program at USC. This form should be submitted for signature (1) to the chair of the major department AND (2) to the Office of Master's and Professional Programs (MAPP) at OHE 106. **International students only** must next submit the form to the Office for International Services, STU 300, for signature and finally deliver it to the Degree Progress Department, JHH 010. **This form can be used only up to the end of the third week of the semester for which the leave of absence is requested. After that it is necessary to apply for readmission to the academic program if the student does not register.**

Please print or type:

Name:_____ USC id#:_____
Last name *First name*

Local Address: _____ Phone#: _____
Number *Street* *Apt.*

_____ Email: _____
City *State* *Zip*

Degree Objective:_____ Semester of 1st enrollment at USC: _____

Semester of Admission to USC: _____ Semester of last USC enrollment: _____

For which term(s) are you requesting the leave of absence: ☐ Fall ☐ Spring Year: _____

For which term do you plan your next registration at USC? : ☐ Fall ☐ Spring Year: _____

Are you a US citizen? (Y/N): _____ Are you a permanent resident of the U.S.? (Y/N): _____

Are you an international student? (Y/N): _____ **If yes, you need to obtain an approval signature BELOW from the Office for International Services, STU 300, and deliver this form to the Degree Progress Department at JHH 010.**

In the space below, please explain briefly why you find it necessary to interrupt your degree program and request a leave of absence

For Office Use Only _____
Student Signature *date*

(1) Department Recommendation: **APPROVE/DENY**

_____
Department chair signature *date*

_____
Printed name

(2) Dean's Recommendation: **APPROVE/DENY**

_____
Dean's Signature (OHE 332) *date*

_____
Printed name

(3) Office for International Services Recommendation: **APPROVE/DENY**

_____
Signature *Date* *Printed Name*

Rev 12/04