



PERSONAL LEAVE OF ABSENCE – MPS / MLA

BEFORE YOU BEGIN

- Please read these instructions before proceeding!
- If you are seeking a Health Leave of Absence, do not complete this form. Please visit [Cornell Health](#).
- Provide your field with a copy of the completed form. All information on this form, excluding signatures should be printed or typed. If you have questions, please contact CALS Professional Programs at (607) 255-2215 or calsprofprograms@cornell.edu.

NON-REGISTERED STATUS

Students on leave of absence are placed on non-registered status at the University. More information can be found in Graduate School's Code of Legislation, www.gradschool.cornell.edu/code.

LEAVE OF ABSENCE

A leave of absence can be granted for personal or health reasons, but the process is different for each type of leave.

A health leave of absence requires filing with Cornell Health. More information is available at <https://health.cornell.edu/services/health-leave-absence>.

A leave of absence can be requested for one semester or one year. The leave of absence is renewable each semester or year, for a maximum of four years. To register after the four-year limit, an individual first must apply for readmission. A student who takes a leave of absence relinquishes the access to campus facilities and personnel that normally accompanies student status. However, students are eligible to enroll in the Student Health Plan (SHP) for a period of up to 12 months by contacting the Student Health Benefits Office at (607) 255-6363. Upon registration after a personal leave of absence, a student is not guaranteed continuation of the financial aid package offered at the time of original admission to the Graduate School.

U.S. Government regulations require that a student holding a non-immigrant visa who takes a personal leave of absence must either (1) leave the US within 15 days or (2) apply for optional practical training before the effective leave of absence date. Before leaving Cornell, such a student taking a leave of absence should contact the International Students and Scholars Office for information on maintaining visa eligibility for re-entering the United States.

REGISTERING AFTER A LEAVE OF ABSENCE

A student who wishes to register following a leave of absence or a withdrawal should consult the Code of Legislation, www.gradschool.cornell.edu/code and contact the staff in CALS Professional Programs Office, 211 Kennedy Hall. A student may register upon written request to CALS Professional Programs Office, CALSpofprograms@cornell.edu without reapplying, as long as renewal of the leave of absence **was granted by the field** each year without interruption and the student has not been on a leave of absence for more than 4 years.

Students should email the staff in CALS Professional Programs Office, CALSpofprograms@cornell.edu, **at least one month prior to their return**, so their registration can be rejoining. International students must consult the International Students and Scholars Office before returning.

If the leave of absence was for health reasons, registration requires prior approval of Cornell Health or another appropriate health care professional as well as the graduate field and Graduate School.



PERSONAL LEAVE OF ABSENCE

INSTRUCTIONS

- If you are seeking a Health Leave of Absence, please do not fill out this form. Visit the Cornell Health website, <https://health.cornell.edu/services/health-leave-absence> or call (607) 255-5155 for more information.
- Read the back of this form carefully before completing it. Non-registered status affects access to campus resources and visa status for international students.
- After obtaining the signatures from your committee members and Director of Graduate Studies, submit the completed form to CALS Professional Programs Office, 211 Kennedy Hall. You may also send it as a PDF to CALSPprofprograms@cornell.edu.
- Provide your field with a copy of the completed form. All information on this form, excluding signatures, should be printed or typed.
- For general questions, contact the CALS Professional Programs Office (607) 255-2215.
- **You should contact CALS Professional Programs Office at least one month before your Leave of Absence ends.**

BIOGRAPHICAL INFORMATION

Cornell ID number (7 digits)

NetID

E-mail address

Last Name

First Name

Middle Initial

Academic Program (field)

Degree Program

Expected Graduation Date

PERSONAL LEAVE STATUS REQUESTED

I am requesting a (check one only)

_____ leave of absence for personal reasons from _____ to _____
mm/dd/yyyy mm/dd/yyyy

Reason _____

_____ leave of absence to work on my project from _____ to _____
mm/dd/yyyy mm/dd/yyyy

_____ leave of absence extension from _____ to _____
mm/dd/yyyy mm/dd/yyyy

INTERNATIONAL STUDENTS ONLY

Immigration regulations require that a student be registered in order to maintain F1 or J1 student status (if you remain in the US). If you take a leave of absence, you are no longer a registered student. You must do something to maintain your status or you MUST LEAVE THE US while on leave. For further information, discuss your plans with the International Students and Scholars Office (ISSO).

I acknowledge that I have read and understand the information provided concerning immigration status while on a leave of absence.

COMMITTEE SIGNATURES OF APROVAL

Student Name and Signature

NetID

Date

Advisor Name and Signature

NetID

Date

Director of Graduate Studies Name and Signature

NetID

Date

Graduate Field Assistant Name and Signature

NetID

Date

Student Services Coordinator Name and Signature

NetID

Date