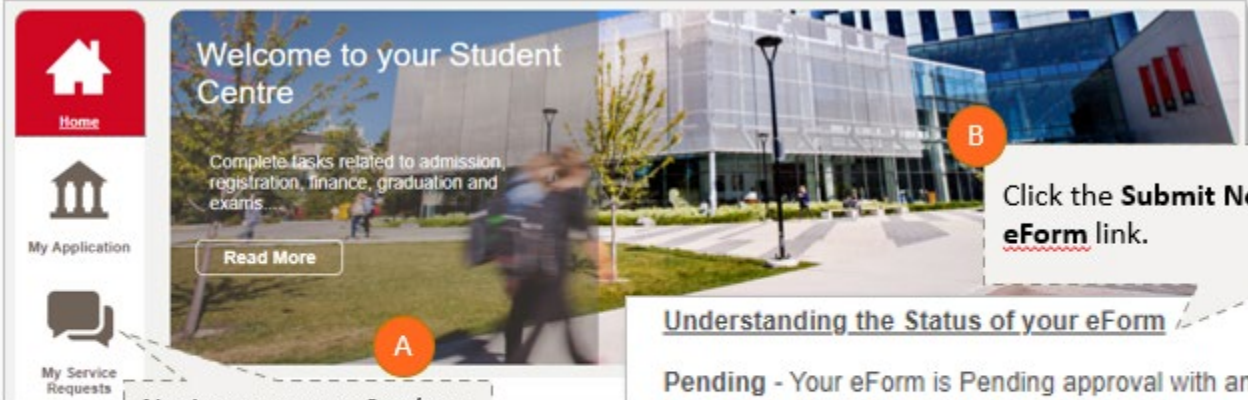


Submit a Leave of Absence Request

Students who are unable to be academically active or productive for a period of time should apply for a Leave of Absence. Before submitting your request, reach out to your Graduate Program Office and have a conversation about your intentions.

Step 1. Open the Leave of Absence Form.



A Navigate to your *Student Centre* > *My Service Request* tab > *My eForms* section.

B Click the **Submit New eForm** link.

Understanding the Status of your eForm

- Pending - Your eForm is Pending approval with an
- Executed -Your eForm has been Approved
- Denied - Your eForm has been Denied

Submit New eForm

C Click on '**Add**' for the Leave of Absence Form type.

Form Type	Add
Leave of Absence Form	Add

Step 2. Complete the form.

Reason for Leave Request

Please select the reason that applies to you or enter the reason in the other field.

*Reason

Please give a brief description of your reason for a leave request and attach appropriate documentation.

*Description


List all sources and amount of funding for the current academic year (Sept-August):

*Funding Sources


Consult with your Graduate Program Office to determine the best dates for your Leave of Absence

Leave Duration

The minimum recommended duration for a Leave of Absence is one academic term. You may request up to 12 months of leave at a time, with the exception of parental leaves, which may be up to 18 months. Your leave start date will be the first day of the semester, and the end date will be the last day of the semester. Please consult your graduate program office before submitting your LOA eform.

*From Date 

*Request Type

*To Date 

Step 3. Acknowledge that you are aware of the implications of your leave and submit the form.

Acknowledgments

Prior to submitting this application, you should ensure you understand:

1. The implications a leave will have on your academic program, by reviewing the [Leave of Absence Policy](#)
2. The fee implications of a leave of absence request, including that if the leave overlaps your registration anniversary month, annual general fees will be assessed.
3. The immigration implications of a leave of absence request and how it will affect your legal status in Canada, by consulting with International Student Services at issimmigration@ucalgary.ca [For International students only]

Ensure that you understand the implications of your Leave of Absence.

File Attachments

If your leave request type requires supporting documentation, please attach it below. For further information on supporting documentation for a leave request, please visit our [website](#).

Status	Upload	Description	File Name	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

1 row

Click the Slide button to acknowledge the statements above.

Form Action Items

Acknowledgement	Description
1	<input type="radio"/> No I have reviewed the information above and acknowledge the implications of a Leave of Absence on my academic program, fees, and immigration status (Acknowledgement is only required with first submission and/or any re-submission)

1 row

▼ **Comments (visible to all users in the workflow)**

Submit the form once complete.