



Request for Leave of Absence

Student: _____ Student ID# _____

Address: _____
Street City State Zip

Mentor: _____ Email: _____

Proposed start date: _____ Proposed return date: _____

- Personal Leave**
- Educational Leave: *Name of Institution***

Number of Credits needed to transfer: _____

A maximum of 6 credits may be transferred toward the MS or MBS degrees. We do not accept transfer credits towards the Certificate Program. Please note: Transfer credits will have no impact on your tuition. All students are responsible for payment of at least 30 credits of tuition for the MS and MBS degrees, even if all credits are not completed in residence.

- Medical Leave:** _____
****Must provide medical note from physician to return****

LEAVE OF ABSENCE / REINSTATEMENT

Graduate students in good academic standing who cannot maintain continuous registration may apply for a leave of absence, in writing, to the GSBS Associate Dean. A GSBS student may be granted a leave of absence for a period not to exceed one year. Please note that different rules apply for International students in accordance with INS regulations.

The Associate Dean must receive written notification of the student's intent to return one month prior to the expiration of the leave. If the leave was for medical reasons, the student must document medical clearance to return.

Foreign students holding a student visa who wish to temporarily leave the United States must obtain permission from the GSBS Associate Dean's Office 30 days prior to their travel. Students granted permission must then apply for a new I20 or IAP-66 in order to return to the U.S. Any foreign student who leaves the United States without the consent of the GSBS Associate Dean's Office is subject to disciplinary action.

Students not returning from leave of absence within the approved date may be required to re-apply to the Graduate School and undergo a new admissions process.

Student Signature: _____ Date: _____

Associate Dean: _____ Date: _____

The completed form must be submitted to the GSBS Office of Student Affairs for approval:

Graduate School of Biomedical Sciences
Rutgers, The State University of New Jersey
Office of Student Affairs
185 South Orange Avenue, MSB C-696
Newark, NJ 07107
Fax: 973-972-7148