Leave of Absence Request – Student  (for undergraduates only)

To request a leave of absence from the university:

1. Log in to SIS:  go.tufts.edu/sis

2. Select Student Living > Request a Leave of Absence. The Programs Eligible for Leave of Absence Request page displays.

3. Click the Request a Leave of Absence link next to the appropriate program. The Leave of Absence Instructions page displays.

   Request a Leave of Absence

To check on an existing or in progress leave request, click the applicable link.

If you wish to quit the request process at any time, click the Home icon.

4. In the Leave of Absence Type field, make a selection. Additional fields display.
   - Non-Tufts Study Abroad
   - Personal Leave of Absence
   - Study Elsewhere
   - Transfer
   - Withdrawal - Personal

For Medical Leaves, please contact the Dean of Student Affairs Office in Dowling Hall at 617-627-3158.

Note: If nothing appears to happen, scroll to the base of the page to check for error messages.

A Non-Tufts study abroad leave of absence is not allowed for students with an undecided academic plan.
5. Adjust the contact information as necessary.

   - If you select one of the top three Leave of Absence Type choices, select a **Duration of Leave** option.

   ![Duration of Leave Options]

   - If you select the Non-Tufts Study Abroad option, fill in the additional fields for each term that you will be on leave.

   ![Non-Tufts Study Abroad Form]

6. At the base of the screen, click **Continue**. The Verify Leave of Absence Request Information page displays.

7. Verify the information.

8. Click **SAVE AND CONTINUE**. The Leave of Absence Student Agreement displays.

9. Read and then check the **I accept the student agreement** box.

10. Click **E-SIGN THE STUDENT AGREEMENT**. The confirmation page displays. Email confirmation is sent to you and the approver.

   ![I accept the student agreement]

Optional: click **VIEW APPROVAL MONITOR** to see the status of your request or approval chain.