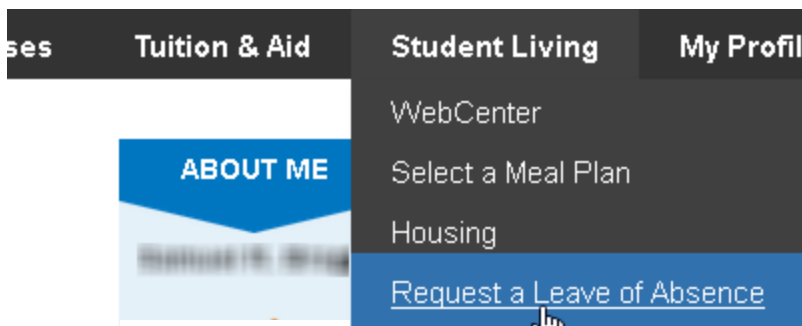


Leave of Absence Request – Student (for undergraduates only)

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.

- Adjust the contact information as necessary.

My Contact Phone **Phone Country Code (Intl. Only)**

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

Duration of Leave

One Term - Fall Start
One Term - Spring Start
Two Terms - Fall Start
Two Terms - Spring Start

- 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	
Term	Spring Term 2014
Sponsoring Institution	<input type="text"/>
Foreign Institution	<input type="text"/>
Foreign Institution City	<input type="text"/>
Foreign Institution Country	<input type="text"/>

- At the base of the screen, click **Continue**. The Verify Leave of Absence Request Information page displays.
- Verify the information.
- Click **SAVE AND CONTINUE**. The Leave of Absence Student Agreement displays.
- Read and then check the **I accept the student agreement** box.
- Click **E-SIGN THE STUDENT AGREEMENT**. The confirmation page displays. Email confirmation is sent to you and the approver.

I accept the student agreement

E-SIGN THE STUDENT AGREEMENT

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