

INSTRUCTIONS - CAREFULLY FOLLOW EACH STEP BELOW

- ☐ STEP 1: Fill out the "Student Information" section
- ☐ STEP 2: Fill out the "Leave of Absence Information" section
- ☐ STEP 3: Scan the QR code or enter the link to fill out the required "Leave of Absence Student Survey"
- ☐ STEP 4: Sign, date, and send this completed form back to the Center for Student Success

STEP 1: Student Information

Last Name: _____ First Name: _____ USD ID #: _____

Address (Street, City, State, Zip): _____

Phone #: _____ Email Address: _____

Major: _____ Campus Residence Bldg. & Rm. # (If applicable): _____

Are you a student athlete on an Intercollegiate Athletic Team? (If yes, sign your initials here to confirm that you've updated the Athletics Department. | If this doesn't apply to you, write "N/A") _____

Are you an international student on a VISA and not a permanent resident of the U.S.? (If yes, sign your initials here to confirm that you've updated the Office of International Students and Scholars | If this doesn't apply to you, write "N/A") _____

STEP 2: Leave of Absence Information

My last day of class attendance was (List the date (MM/DD/YYYY) of when you last attended classes or the last final exam you have taken (whichever you most recently did) at the University of San Diego): _____

I want a LEAVE OF ABSENCE from the University of San Diego for the (List the year (YYYY) next to the semester(s) (Fall and/or Spring) that you wish to take a leave of absence during):

	FALL	SPRING
	_____	_____

Withdraw me from all classes that I am currently enrolled in for the semester(s) of my requested leave of absence (initial here): _____

I plan to return to USD during the (List the year (YYYY) next to the semester (Fall or Spring) that you will return and begin to take classes again at the university):

	FALL	SPRING
	_____	_____

If you will be studying abroad at another institution during your leave(s), list the institution name, program location/county, and program dates. _____

STEP 3: Leave of Absence Student Survey (DO NOT SKIP)

We cannot process your request without your recorded response to our Leave of Absence Survey. Scan the QR code to complete it, or visit https://usd.qualtrics.com/jfe/form/SV_1BvTMCifEOHU005



STEP 4: Sign, Date, and Send to the Center for Student Success (Email, Fax, or In-Person)

Student Signature: _____ Date Signed: _____