Virginia Tech
Graduate School

IN ABSENTIA STATUS REQUEST

Graduate students in good standing who, for academic reasons, need to spend an entire Fall or Spring semester away from campus should apply for in absentia status. In absentia status is granted for work that is directly related to the student's academic course of study and that is integral to the degree. This form must be submitted to the Graduate School at least two weeks prior to the start of the semester in which in absentia status is requested. International students must consult with an international student advisor to discuss how in absentia status affects their immigration status. The student is responsible for enrolling in 1 credit hour for the term in absentia status is granted.

PERSONAL INFO

LAST/FAMILY NAME _____ FIRST/GIVEN NAME _____ MIDDLE NAME _____ SUFFIX _____

Last 4 of VT ID #: _____

Date of Birth: _____
month/day/year

E-mail Address: _____
@vt.edu account, preferred

Daytime Phone: _____
☐ Home ☐ Office ☐ Mobile

Address During Leave

_____

_____

_____

_____

Citizenship
☐ U.S. CITIZEN ☐ PERMANENT RESIDENT ☐ NON-U.S. CITIZEN*
**If non-U.S. citizen, please list your visa status:* _____

Current Program
_____

Degree Level
☐ DOCTORAL
☐ EDUCATION SPECIALIST
☐ MASTERS
☐ GRADUATE CERTIFICATE
☐ NON-DEGREE
☐ COMMONWEALTH CAMPUS

First Term of Enrollment
☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II _____ year

Anticipated Completion Term
☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II _____ year

Campus
☐ BLACKSBURG ☐ HAMPTON ROADS ☐ NATIONAL CAPITAL REGION ☐ RICHMOND
☐ ROANOKE ☐ SOUTHWEST VIRGINIA ☐ VIRTUAL

REQUIRED INFO

Term(s) Requesting In Absentia Status (maximum of two consecutive terms)
☐ FALL ☐ SPRING _____ year

Expected Term to Return to Campus
☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II _____ year

Please describe how the work that will be completed while in absentia is directly related to your academic course of study .

During the period of my in absentia status I will be stationed at least 50 miles from Blacksburg and will not work on or in conjunction with any VT satellite campus or facility.

STUDENT SIGNATURE _____ date _____

SIGNATURES

Required Signatures

COMMITTEE CHAIRPERSON signature _____ printed name _____ e-mail (*@vt.edu*, preferred) _____ date _____

DEPARTMENT HEAD signature or authorized GRADUATE PROGRAM DIRECTOR _____ printed name _____ e-mail (*@vt.edu*, preferred) _____ date _____

DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) signature _____ date _____

INTERNATIONAL GRADUATE STUDENT SERVICES (for F & J-1 students) signature _____ date _____

GRADUATE SCHOOL signature _____ date _____

Return your completed form to:
Graduate School
Graduate Life Center at Donaldson Brown
Virginia Tech (0325) • Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail *grads@vt.edu* for assistance.