

# LEAVE OF ABSENCE REQUEST

Use this form to pause your graduate enrollment and suspend activities associated with coursework or thesis/dissertation research. Submit this form by the end of the course-add period in the semester for which the leave is requested. Upon approval, the continuous enrollment requirement will be relaxed during the period of leave. If the leave is longer than one calendar year, you must submit a Readmission Application to resume enrollment. International students must consult with an international student advisor to discuss how a leave of absence affects their immigration status.

Last/Family Name

First/Given Name

Middle Name

Last 4 digits of VT ID:

Citizenship

U.S. Citizen

Permanent Resident

Non-U.S. Citizen\*

\*If non-U.S. citizen, please list your visa status:

E-mail Address:

@vt.edu account, preferred

Campus

Blacksburg   Hampton Roads   National Capital Region   Richmond  
Roanoke   Southwest Virginia   Virtual

Current Program:

Last Term Of Enrollment

Fall   Spring   Summer   Year

Expected Term of Readmission

Fall   Spring   Summer   Year

Degree Level

Doctoral

Education Specialist

Master's

Graduate Certificate

Non- Degree

Commonwealth Campus

Please clarify your reason(s) for requesting a leave of absence.

Personal

Family Emergency

Academic

Military Service

Other: (Please Specify Below)

During the period of my leave of absence I will not use university resources or facilities (other than the library).

STUDENT Signature

Date (MM/DD/YY)

COMMITTEE CHAIRPERSON Signature

e-mail (@vt.edu, preferred)

Date (MM/DD/YY)

DEPARTMENT HEAD Signature  
or authorized GRADUATE PROGRAM DIRECTOR

Date (MM/DD/YY)

DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) Signature

Date (MM/DD/YY)

INTERNATIONAL ADVISOR (for F-1 and J-1 students) Signature

Date (MM/DD/YY)

GRADUATE SCHOOL Signature

Date (MM/DD/YY)

Submit your completed form:

<https://gs.vt.edu/forms>

120 Graduate Life Center, Blacksburg  
VT ICAB1, 3625 Potomac Ave, Alexandria  
For assistance, call 540-231-8636 or  
e-mail [grads@vt.edu](mailto:grads@vt.edu)