

# Petition for Leave of Absence

Harvard University  
Graduate School of Design

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## Instructions

1. Please print all information requested below.
2. If you are an international student, speak to the GSD's contact in the Harvard International Office and obtain the signature of that individual.
3. Obtain the signature of the program director.
4. Discuss financial aid obligations with the director of financial aid and obtain signature.
5. Discuss academic requirements, health insurance and housing issues with the registrar.
6. Return completed petition to the Office of Student Services, Gund 422.
7. Please adhere to the deadline in the *Official Catalog*; there is a \$15 late fee.

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## Student Information

Student name \_\_\_\_\_ ID \_\_\_\_\_

International Student? Yes \_\_\_\_\_ No \_\_\_\_\_

Address while on leave: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Day

Evening

Email address: \_\_\_\_\_

Program and semester on return: \_\_\_\_\_ New grad date \_\_\_\_\_

Leave requested for: (circle: fall or spring) 200 \_\_\_\_ (circle: fall or spring) 200 \_\_\_\_

Reason(s) for leave: \_\_\_\_\_ academic \_\_\_\_\_ personal \_\_\_\_\_ financial  
\_\_\_\_\_ professional \_\_\_\_\_ medical \_\_\_\_\_ other

Please note: Students may not remain in Harvard University residence halls while on leave. Also, International students must leave the United States during a leave of absence, with few exceptions.

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## Signatures

Student

Date

Harvard International Office(if int'l. student)

Date

Program Director

Date

Director for Financial Aid

Date

Registrar

Date

Effective date of leave of absence: \_\_\_\_\_ Last date of enrollment \_\_\_\_\_