

Departmental Petition for On-Leave Status

In order to apply for On-Leave status in the Department of Asian Languages and Literature:

1. Fill out this form in conjunction with your graduate adviser and return to Graduate Program Advisor.
2. Ask your faculty adviser or committee chair to email approval to Graduate Program Advisor.
3. Once the application opens (2 weeks before the beginning of the quarter), fill out Graduate School Petition for On-Leave Status at <https://www.grad.washington.edu/mygrad/student.htm>
4. Once petition is approved, pay the \$25 per quarter on-leave fee on MyGrad. The deadline is the last day of instruction.

Name: _____

I wish to apply for On-Leave status for a total of _____ quarters.

Log on to MyGrad in order to request leave each quarter, and pay \$25 fee before the last day of that quarter.

Autumn 20____ Winter 20____ Spring 20____ Summer 20____

Current status (_____ Qtr/Yr): Registered On-Leave

1. I have been on leave for a total of _____ quarters previous to this request. (Including summer)
2. Location and mailing address while on leave:

3. Permanent mailing address:

* Please note that mail cannot be forwarded to either your leave or permanent addresses.

4. E-mail address(es): _____

5. Faculty Adviser: _____

6. **In a separate document, or on the back of this form, please state briefly your reason for wishing to be on leave, what you expect to accomplish while on leave, and how this fits in with your overall program of graduate studies.**

Signature of student: _____ Date: _____

Approved

Not Approved

Comments:

Graduate Program Coordinator