|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID Number:** |  | **Major:** | |  | |
| **Family Name:** |  | **First Name:** | |  | |
| **Program:** | **Undergraduate** | **Graduate (MA/MBA)** | | | | |
| **Last Date of Attendance:** |  | **Leave Semester:** | | |  |
| **Reason for Leave:** |  | | | | |
| **Contact Information** | | | | | |
| **Email:** |  | **Telephone Number:** |  | | |
| **Address:** | | | | | |
|  | | | | | |
|  | | | | | |

***For Official Use***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Approved** | |  | **Not Approved** | | |  | **Processed** |
| **Comments:** | | | | | | | | |
| **Date:** | |  | | | **Signature:** |  | | |