|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |  |