

**Office of Student Affairs**  
 245 Sullivan Street, Room 474  
 New York, NY 10012  
 P: 212 998 6658  
 F: 212 995 3826  
 law.studentaffairs@nyu.edu

**Checklist**

Complete the request form  
**Provide a memo** explaining the basis of your request  
 Send all required documents to the Office of Student Affairs via email at law.studentaffairs@nyu.edu

## LEAVE OF ABSENCE REQUEST FORM

First and Last Name	University ID	Today's Date*
	(May be found on back of ID) N	

\*Request based on when the Office of Student Affairs receives this form.

NYU Email Address and Alternate Email Address	Phone Number

\*All communications will be via your NYU email account while you are on leave.

Current Address	Address While on Leave
_____	_____

**To which address should we send a confirmation letter?**      **Current Address**      **Leave Address**

**This is a request for:**    **Leave of Absence**      **Leave Extension**      **Retroactive Leave**

**Is your request:**    **Personal**      **Medical\***

\*Medical requests must provide a letter from their medical provider.  
 Please reach out to Student Affairs with questions about medical vs. personal leaves.

**Semester(s) during which this request applies:**    ☐ Fall 20\_\_\_\_    ☐ Spring 20\_\_\_\_

**I am currently a:**    1L      2L      3L      P/T LLM      F/T LLM      Exec. LLM      MSL      Adv. Prof. Certificate

**Are you a U.S. citizen?**    Yes      No      **If no, please indicate visa type:** \_\_\_\_\_

Answer each question below by marking an "X" in the Yes or No column at right			
<b>Are you currently receiving, or are scheduled to receive, financial aid/grants/loans?</b> <i>If "Yes":</i> Contact Student Financial Services at (212) 998-6050 to discuss financial obligations while on leave.			
<b>Have you applied for/been accepted to Law School housing during the time you will be on leave?</b> <i>If "Yes":</i> Please contact Residence Services at (212) 998-6510, and notify them of your leave of absence once it has been approved.			
<b>Have you registered for courses in the semester(s) for which you are requesting leave?</b>			
<b>Have you paid tuition for the semester(s) for which you are requesting leave?</b>			
<b>When do you presently plan to return to the School of Law?</b> Fall 20____      Spring 20____			

\_\_\_\_\_  
 Your signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Katie Shirley, Interim Dean of Students

\_\_\_\_\_  
 Date