

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

NYU Email Address and Alternate Email Address

Phone Number

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

Current Address

Address While on Leave

_____	_____
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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			
Are you currently receiving, or are scheduled to receive, financial aid/grants/loans? <i>If "Yes": Contact Student Financial Services at (212) 998-6050 to discuss financial obligations while on leave.</i>			
Have you applied for/been accepted to Law School housing during the time you will be on leave? <i>If "Yes": Please contact Residence Services at (212) 998-6510, and notify them of your leave of absence once it has been approved.</i>			
Have you registered for courses in the semester(s) for which you are requesting leave?			
Have you paid tuition for the semester(s) for which you are requesting leave?			
When do you presently plan to return to the School of Law? Fall 20 _____ Spring 20 _____			

Your signature

Date

Katie Shirley, Interim Dean of Students

Date