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 (May be found on back of ID) N	Today's Date*

*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		
Are you currently receiving, or are scheduled to receive, financial aid/grants/loans? ***If "Yes":*** Contact Student Financial Services at (212) 998-6050 to discuss financial obligations while on leave.	○	○
Have you applied for/been accepted to Law School housing during the time you will be on leave? ***If "Yes":*** Please contact Residence Services at (212) 998-6510, and notify them of your leave of absence once it has been approved.	○	○
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 L. Shirley, Assistant Dean of Student Affairs Date