UNIVERSITY OF SOUTHERN CALIFORNIA
Viterbi School of Engineering

LEAVE OF ABSENCE REQUEST FORM

(For MS and PhD Engineering Students)

This form can be used only up to the end of the third week of the semester for which the leave of absence is requested. U.S. Citizens and Permanent Residents use this form. International Students must use the form on the Office of International Services website (www.usc.edu/ois).

Name: _____ USC ID# _____
Last Name First Name

Local Address: _____ Phone # _____
Number Street Apt.

_____ Email: _____
City State Zip

Degree Objective: _____ Semester of 1st enrollment at USC: _____

Semester of Admission to USC: _____ Semester of last USC enrollment: _____

For which term(s) are you requesting the leave of absence? _____

For which term do you plan your next registration at USC? _____

In the space below, please explain briefly why you find it necessary to interrupt your degree program and request a leave of absence:

_____
Student Signature Date

For Office Use Only

(1) Department Recommendation: Approve/Deny	**(2) Dean Recommendation: Approve/Deny**
_____	_____
Department Chair Signature Date	Dean's Signature Date
_____	_____
Printed Name	Printed Name

Entered in SIS: _____
Sign Print Date