#### NOTES:

. Allow two weeks for the complete processing of the application.

. For rules applicable to study duration, please see the [*Study duration rules*](https://www.etsmtl.ca/en/Students/Lenght-of-graduate-and-doctoral-studies).

#### PART 1 - STUDENT

Complete and save the form, naming it based on your permanent code (e.g., ABCD12345678 – Leave of absence) and **forward it directly** (by email) to your Research Director or [Program Director](https://www.etsmtl.ca/en/Students/Contact-Persons) (if you do not have a Research Director)

* Add the person responsible for your file in the in the [Graduate Studies Office](https://www.etsmtl.ca/en/Students/Contact-Persons) as a CC recipient.

**PART 2 - PROFESSOR** (to be completed on **page 2**)

* Mark to indicate your recommendation and enter a comment.
* Save and close the file, and then forward **the e-mail** received from the student to the person responsible for your file at the [Graduate Studies Office](https://www.etsmtl.ca/en/Students/Contact-Persons).

|  |
| --- |
| **Name** : Click or tap here to enter text.  **Permanent code**: Click or tap here to enter text. |
| **Research supervisor OR program director**  Name : Click or tap here to enter text.  **Program**  Type of programs: click to choose  Discipline : click to choose  **First term of registration in the program:**  Year : Choose Term: Choose  **Terms of extension already granted:**  Choose |

**INDICATE THE TERM(S) FOR WHICH YOU ARE REQUESTING A LEAVE OF ABSENCE :**

|  |  |  |
| --- | --- | --- |
| **1rst term** | **2nd term** | **3rd term** |
| Year: ChooseTerm: Choose | Year :Choose Term: Choose | Year :Choose Term: Choose |

***Note****:*

*A leave of absence implies that your studies will be suspended (for a maximum of three consecutive or non- consecutive terms), and that these terms can be completed at a later date.*

*Any request for an authorized absence must be justified by a valid reason, and must be substantiated by supporting documents.*

*An authorized absence must be validated by the Dean of Studies and the Registrar's office. See Section 4.4 of the By-Law Respecting Graduate and Doctoral Studies.*

If you are an international student, you must be aware of the [conditions of your study permit](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/assessing-conditions.html#leave) in order to continue to comply with them during your study leave (e.g .: prohibition from working on or off campus during this period). An extended leave may also compromise your eligibility for a post-graduation work permit (see criteria on the [IRCC website](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/eligibility.html#leave_from_studies)).

|  |
| --- |
| **PLEASE STATE THE REASONS WHY YOU NEED A LEAVE OF ABSENCE**  Click or tap here to enter text. |

**PART 2 – RESEARCH SUPERVISOR (or PROGRAM DIRECTOR)**

• Please forward this form to the person [responsible for the program](http://www.etsmtl.ca/en/Students/Contact-Persons) at the Graduate Studies Office (BCS), indicating (below or in the body of the email):

**1. If you approve this request for a leave of absence :**

yes  no

**2. Any information that you consider useful in processing the request**

|  |
| --- |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| **To the Registrar’s Office** :  The leave of absence is :  granted  refused  \_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean of studies office | Click or tap here to enter a date.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

**Remarks :**

|  |
| --- |
| Click or tap here to enter text. |