#### NOTES:

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

. For rules applicable to study duration, please see the section “Length of graduate and doctoral studies and absences” on the [Graduate Studies Hub](https://www.etsmtl.ca/en/programs-and-training/programs/graduate-studies-hub).

#### PART 1 - STUDENT

Complete and save the form, naming it based your permanent code **(e.g., ABCD12345678 – Leave of absence)** and **forward it directly** (by email).

Add the **person responsible** for your file at the Graduate Studies Office 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 theGraduate Studies Office.

→ Responsible person - Choose the discipline

|  |
| --- |
| **Name** : 26244**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 chooseDiscipline : 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.html)).

|  |
| --- |
| **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 at the Graduate Studies Office (BCS), indicating (below or in the body of the email): → Responsible person - Choose the discipline

**1. Please, indicate 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. |