

CALIFORNIA INSTITUTE OF TECHNOLOGY

M/C 230-87, Room 230 Center for Student Services, gradofc@caltech.edu

Personal Leave Petition

UID _____

Last Name _____

First Name _____

Option _____

Year Entered Caltech _____

Current Degree _____

Expected Completion Date _____

Email _____

Advisor _____

Forwarding Address _____

Please note: International students must meet with International Student Programs prior to approval of the leave to discuss visa implications and to avoid falling out of status.

I am an international student? Yes No

If yes, I have met with ISP to discuss my petition request? Yes No

Students are responsible for obtaining all of the necessary recommendations prior to submitting the final petition for approval to the Office of the Dean of Graduate Studies. In cases of leave from the Institute, we ask that students schedule a meeting with one of the Graduate Deans. Students should also refer to the [Graduate Student Check-Out Procedures](#).

Effective dates of leave _____ to _____

Please include a reason for the leave below.

Date

Student Signature

- Recommended
- Not Recommended

Date

Option Representative Signature

- Recommended
- Not Recommended

Date

Advisor Signature

- Approved
- Not Approved

Date

Dean of Graduate Studies Signature