



REQUEST FOR LEAVE OF ABSENCE

Office of the Registrar, NYU Shanghai, 1555 Century Avenue, 10th Floor, Suite 1049, Pudong, Shanghai, China 200122

Email: shanghai.registrar@nyu.edu

Name: _____ Net ID _____ NYU N number: N _____

Permanent Address: _____
(number and street) (apt) (city) (country)

Phone Numbers: _____ Email Address: _____
(cell) (NYU email) (Other email)

Date Leave of Absence Request Initiated _____

All Students: Before requesting a leave of absence, all students are advised to consider the effects of a leave of absence on their degree progress, enrollment, academic standing, visas, financial aid, deferment of student loans, and access to campus resources such as housing or health services.

For a NEW leave of absence: Indicate the term(s) for which you are requesting an approved leave of absence (leaves will not be granted for more than one year):

- a) The term your leave will begin (check one): Fall Spring Academic Year _____ - _____
- b) The term in which you will re-enroll (check one): Fall Spring Academic Year _____ - _____

For an EXTENSION of a leave of absence, indicate the following (extensions will not be granted for more than one year at a time):

- a) The term your present leave began (check one): Fall Spring Academic Year _____ - _____
- b) The term your present leave will end (check one): Fall Spring Academic Year _____ - _____
- c) The term in which you wish to re-enroll (check one): Fall Spring Academic Year _____ - _____

Reason: Please select your reason for requesting this leave; attach additional typed statement if necessary.

- Financial Academic Difficulty Other (please specify) _____
- Personal Health

Student Signature: By signing below, I certify that the information contained on this form is true and accurate. I understand misrepresentations of fact are a violation of the Community Commitment to Integrity.

Student Signature _____ Print Name _____ Date _____

Academic Advisor Signature _____ Print Name _____ Date _____

Assistant Provost for Academic Affairs Signature _____ Print Name _____ Date _____

DEAN OF STUDENT AFFAIRS USE ONLY

Comments/Requirements: _____

Dean of Student Affairs: _____
Print Name Signature: Date:

Return is conditional upon the Dean of Student Affairs' Permission

REGISTRAR USE ONLY

APPROVED DENIED POSTPONED DATE: _____

REFUND TYPE: FULL PRO RATA DENIED EFFECTIVE DATE OF REFUND: _____



Request for Leave of Absence

Instructions

General Leave

If a student and their advisor agree that a leave of absence is the best way to proceed given the student's situation, the advisor will assist in the withdrawal from the semester and processing a leave of absence. A student needs to make an appointment with their advisor to discuss his or her particular situation and review the terms of the leave of absence.

A student may request a leave of absence for the fall/spring semester, and must make his or her request prior to the end of the third week of the semester he or she wishes to be on leave. A student who requests a leave after that deadline or who has been out of attendance without first being granted a leave must apply for readmission. Also note that leaves are not granted retroactively for past semesters.

There are no leaves of absence for the summer and January terms, as enrollment during these terms is not required to maintain matriculation in NYU Shanghai.

A student granted a leave within the deadline does not have to make a formal application for readmission as long as he or she returns to the College within the agreed-upon time (a maximum of two semesters during a student's academic career). Students who attend another college during the leave may not transfer the credit to NYU Shanghai.

Students are advised to inquire how the leave of absence may affect their scholarship and financial aid award and should contact the Financial Aid Office. If students are on probation when the leave is granted, they will return on probation. Students out of attendance who did not apply for a leave and who wish to return to NYU Shanghai must apply for readmission. (See the Admission section of this Bulletin.)

Students on leave are expected to absent themselves from campus during their leave of absence. They may not audit classes, hold a campus job, participate with a student club or organization, attend University events, and may visit campus only for scheduled appointments with University faculty or staff.

Psychological and Medical Leave

If a student and a counselor or a physician agree that a psychological or medical leave of absence is the best way to proceed given the situation, the counselor or physician should make a recommendation to the Assistant Provost for Academic Affairs. A student needs to complete the Leave of Absence Petition form, which can be obtained at the Office of Academic Advising. Leave of absence petitions are accepted and reviewed on a rolling basis throughout the academic year.

A Certification of Readiness to Return to School from a Leave of Absence form should be completed by the counselor/ therapist or physician, who needs to state clearly that the student is ready to return and that NYU Shanghai is a suitable environment in which to continue his or her academic work. The student must also schedule an appointment with a counselor/ therapist or physician at the NYU Shanghai Health & Wellness Center prior to receiving approval to return. A student granted a leave does not have to make a formal application for readmission as long as he or she returns to NYU Shanghai within the agreed-upon time (a maximum of two semesters during a student's academic career). Students who attend another college during the leave may not transfer the credit to NYU Shanghai.

Students are advised to inquire how the leave of absence may affect their scholarship and financial aid award and should contact the Office of Financial Aid. If students are on probation when the leave is granted, they will return on probation.

Students out of attendance who did not apply for a leave and who wish to return to the College must apply for readmission. (See the Admission section of this Bulletin.) Students on leave are expected to absent themselves from campus during their leave of absence. They may not audit classes, hold a campus job, participate with a student club or organization, attend NYU Shanghai events, and may only visit campus for scheduled appointments with NYU Shanghai faculty or staff.

Chinese Immigration Requirements for Students who are on Leave/Suspension/Withdrawal

General

According to the Entry-Exit Administration Law of the People's Republic of China, a student who is not enrolled in a school or program (e.g., is on leave or has been suspended) is required to cancel their student visa or convert their student visa to a visa based on the actual purpose of their stay in China (e.g., tourist visa, business visa, etc.). This process must be completed within 10 days of confirmation of the leave and/or suspension/Withdrawal. According to the Exit-Entry Administration Law, failure to comply with these requirements may lead to fines, detention and/or deportation.

Visa Cancellation/Change Process

Below are the steps a student should take after their leave/suspension/withdrawal has been confirmed:

Step 1: Contact NYU Shanghai Student Mobility (shanghai.student-mobility@nyu.edu) to get the documents for visa change/cancellation.

Step 2: Go to the Shanghai Entry-Exit Bureau to cancel or convert your Chinese study visa.

Please note, for certain types of visa, like the tourist visa, you cannot apply within China but have to leave first and then apply from outside of China.

Step 3: Get your new visa to stay in China or leave the country after your visa cancellation.

When students come back to Shanghai after their leave/suspension, they should contact NYU Shanghai Student Mobility for guidance and documents in order to apply for a new visa.

If a student is not within China when their leave/suspension/withdrawal has been confirmed, their current study residence permit cannot be used to enter China if the visiting purpose is not to study at NYU Shanghai.

Responsibilities

NYU Shanghai Student Mobility will remind, guide and assist students on their visa application, change or cancellation. It is each student's responsibility to comply with the Exit Entry Administration Law and related regulations and policies to finish the required immigration actions. Please note that NYU Shanghai is obligated to report to the Entry Exit Bureau when a student who is on leave, has withdrawn or has been suspended, fails to complete the required visa cancellation, modification or related actions.

I HAVE READ THE CHINESE IMMIGRATION REQUIREMENTS, FULLY UNDERSTAND ITS CONTENT, AND MY RESPONSIBILITIES. I AGREE TO THE TERMS AND CONDITIONS STATED ABOVE.

Full Name: _____

Signature: _____ Date: _____

Additional Actions for Chinese Students That Withdraw from NYU Shanghai

When a Chinese student submits a petition to withdraw from NYU Shanghai, they need to take additional actions listed below to make sure their personal dossier and Hukou are transferring out as well. Personal dossier and Hu Kou are essential documents that follow a student's life and study. Please read the following information carefully.

Personal Dossier 个人档案转出

Step 1, Please make sure you have contacted the Shanghai Registrar and have completed the NYU Shanghai Request for Withdrawal Form found here.

第一步：请联系上海纽约大学注册办公室填写上海纽约大学退学申请表

Step 2, Please contact the local organization maintaining personal dossiers to get their agreement on receiving your dossier. Please send the address and responsible person's contact information to Chinese Student Resources at shanghai.chinesestudentsresources@nyu.edu after you receive the confirmed information. According to the law and policies, your personal dossier cannot be picked up by person but has to be sent via assigned dossier delivery services.

第二步：联系本人原籍所在地的人才服务中心落实档案接收事宜，落实后，请将档案的接收地址、联系人通过邮件发送至 shanghai.chinesestudentsresources@nyu.edu，根据法律法规要求，个人档案不能个人领取，只能通过指定的档案邮寄专线进行邮寄。

If the student is studying overseas after their withdrawal from NYU Shanghai, students can also contact 教育部留学服务中心 to retain their dossier.

如果学生退学后继续前往海外国家留学的，学生还可以联系教育部留学服务中心落实档案接收事宜。具体内容参见[这里](#)

For questions relating to the transfer of your Personal dossier, please contact with Chinese student resources at shanghai.chinesestudentsresources@nyu.edu

HuKou 户口转出

Step 1. Please make sure you have contacted the Shanghai Registrar and have completed the NYU Shanghai Request for Withdrawal Form found here.

第一步：请联系上海纽约大学注册办公室填写上海纽约大学退学申请表

Step 2, Please contact Public Safety (nyush.dps@nyu.edu) to transfer your Hukou out.

第二部：请联系上海纽约大学公共安全办公室进行户口转出相应事宜。

For questions relating to the transfer of your HuKou, please contact NYU Shanghai Public Safety at nyush.dps@nyu.edu.