HOW TO SUBMIT THIS FORM

Undergraduate and graduate coursework students:
1. Visit ask.unimelb and click on the ‘Ask Us’ tab
2. In the Current Student section, select: Submit an Enquiry
4. Under ‘Topic’ in the drop-down, select: Enrolment and course advice
   Next, select the subcategory: Defer or take leave
5. Attach your completed form along with any supporting documentation
6. Submit

Graduate research students:
1. Discuss your leave of absence with your supervisors.
2. Follow the instructions and apply for leave through the Graduate Research Hub.

PLEASE COMPLETE

Personal information:
Student Number: 
First name: 
Last name: 

Leave of absence details:
I have applied for Leave of Absence from:
Course: 
Start date: / / 
Return date: / / 

Explain the reasons for your leave:

Please attach:
☐ Copy of passport (identification page) and student visa
☐ Supporting documentation if the leave is for compassionate or compelling circumstances

If leave is granted for compassionate/compelling circumstance:
☐ I will remain outside Australia for most of the leave period.
☐ I will remain inside Australia for most of the leave period.
☐ I am undecided.

Declaration:
☐ The information provided by me is true and complete.
☐ I understand the implications for my student visa.
☐ I have attached all required supporting documents.