**HOW TO SUBMIT THIS FORM**

**Undergraduate and graduate coursework students:**
2. In the Current Student section, select: *Submit an Enquiry*
3. Under 'Enquiry Title', enter: *Leave of Absence – International Students*
4. Under 'Topic' in the drop-down, select: *Enrolment/course advice*
   Next, select the subcategory: *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.

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