**Application Deadline: 25.06.2021**

**How to apply for leave of absence for undergraduate students?**

The following form(s) and petition(s) under the BS forms in the link “<https://eee.metu.edu.tr/forms>” are required to be filled in the computer environment. (The reason(s) for the request must be explained in detail under the “Açıklama” (. ing “Explanation”) part if the “Diğer” (.ing “Others”) option is chosen.

* EE BS 1-izin\_formu.doc
* EE BS 2-izin\_dilekcesi.doc
* The received approval of the advisor via e-mail according to the following format. (in .pdf format)

“Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2020-2021/2. Döneminde danışmanı olduğum .... numaralı ve

…………….. adlı öğrencinin izinli sayılması tarafımca uygundur/uygun değildir.

Danışman Ad-soyad:”

* Transcript (from the Student Information in .pdf format)

The application document(s) in the following will be sent via e-mail. Incomplete applications will not be evaluated.

* Leave of Absence Form
* Leave of Absence Petition
* Advisors’ approval e-mail (The screenshot of the e-mail sent from the advisor to the student)
* Transcript (from the Student Information in .pdf format. For the applications made after the 2020 Spring Semester have started, the courses registered in the 2020 Spring Semester must be shown in the transcript )

The application must be sent through the METU e-mail account (….@metu.edu.tr).

The application must be sent to the Departments’ Student Affairs e-mail address [serdark@metu.edu.tr](mailto:serdark@metu.edu.tr) through the METU e-mail account (the advisor must be added to e-mail as CC).

The title of the e-mail must be “izin talebi-programı-ad-soyad-öğrenci” (.ing “leave of absence request-program-name-lastname-student no”).

Note: The leave of absence applications will be reflected in the students’ academic status in the student information system (within 4 weeks) according to the decision made in the MFYK. Please check.