**Application Deadline: 25.06.2021**

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

The following form(s) and petition(s) under the MS & Ph.D. forms in the link “<https://eee.metu.edu.tr/forms>” are required to be filled in the computer environment.

* [EE MS-PhD Öğrenci İzin Formu](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2018-Spring%20Announcements/FBE%20ve%20MFD%20Formlar%C4%B1%208%20Mart%202019/FBE%2007_2019_v3/EE%20MS-PhD%20%C3%96%C4%9Frenci%20%C4%B0zin%20Formu.doc) (*.ing* “EE MS-Ph.D. Student Leave of Absence Form”)
* [EE MS-PhD Öğrenci İzin Dilekçesi](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2020-Fall%20Announcements/Forms/fbe_izin_basvuru_dilekcesi%20v5%20revize.docx) (*.ing* “EE MS-Ph.D. Student Leave of Absence Petition”)

Be careful about the following while filling the form(s) and petition(s) mentioned above:

* [EE MS-PhD Öğrenci İzin Formu](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2018-Spring%20Announcements/FBE%20ve%20MFD%20Formlar%C4%B1%208%20Mart%202019/FBE%2007_2019_v3/EE%20MS-PhD%20%C3%96%C4%9Frenci%20%C4%B0zin%20Formu.doc)
	+ For the leave of absence request due to the pandemic, choose “DİĞER” in the “reason(s)” part of the form.
	+ All spacings and boxes in the form (the spacings and boxes for the student to fill) must be filled, and the date must be written.
* EE MS-PhD Öğrenci İzin Dilekçesi
	+ In the opinion part of attachment 1, in which it suitable, a reasonable explanation that would show the effect of the pandemic should be written, and if there is any document about the situation, add it in the attachment. The petition must be signed. Otherwise, Institute would return the application without any evaluation.
	+ The advisor should fill the attachment 2 in detail, according to the students’ explanations in attachment 1. The advisor must digitally sign the document (The advisor can paste their digital signature on the document)

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

* The application must be made through the METU e-mail account (……@metu.edu.tr)
* The form(s) and petition(s) will be sent as a word document.
* The leave of absence form
* The leave of absence petition
* Transcript (Current transcript from student information, in .pdf format)
* The approval of the advisor (The digital signature of the advisor is required on the form(s) and petition(s)
* The application must be sent to the Departments’ Student Affairs e-mail address 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 no” (.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 Institute Board meeting. Please check.