**Application Deadline: Last day of Add-Drop week**

**GRADUATE LEAVE OF ABSENCE FORMAT**

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. (The reason(s) for the request must be explained in detail under the "Açıklama" (*. eng*"Explanation") part of the "Diğer" (*. eng*"Others") option. The form(s) and petition(s) will be sent as a word document.

* [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) (*. eng* “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) (*. eng* “EE MS-Ph.D. Student Leave of Absence Petition”)

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

* All spacings and boxes in the “EE MS-Ph.D. Student Leave of Absence Form” (the spacings and boxes for the student to fill) must be filled, and the date must be written.
* “EE MS-Ph.D. Student Leave of Absence Petition”
	+ In the opinion part of “Attachment 1”, in which matter is suitable, a reasonable explanation should be made about the justification, and a document related to the justification **must** be attached. The petition must be signed. Otherwise, Institute would return the application without any evaluation.
	+ The advisor should fill out “Attachment 2” in detail, according to the students’ explanations in attachment 1. The advisor must sign the relevant document wet or digitally (The advisor can paste their digital signature on the document).

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

* The leave of absence form
* The leave of absence petition
* Justification document
* Transcript (Current transcript from student information system, 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 through the METU e-mail account (……@metu.edu.tr).

The application must be sent to the Department’s Student Affairs e-mail address serdark@metu.edu.tr through the METU e-mail account (the advisor must be added to the e-mail as CC). The title of the e-mail must be “izin talebi-programı-ad-soyad-öğrenci no” (. eng “leave of absence request-program-name-lastname-student no”).

**Note:** The Leave of Absence application results will be reflected to the student’s academic status in the student information system (within **4** weeks) according to the decision made in the Institute Board meeting; please check your situation regularly.