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

**UNDERGRADUATE LEAVE OF ABSENCE FORMAT**

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" (*. eng*"Explanation") part of the "Diğer" (*. eng*"Others") option.

* EE BS 1-izin\_formu.doc
* EE BS 2-izin\_dilekcesi.doc (It should be digitally or wet signed by the student)

The approval of your advisor on your petition should be in the following format.

“Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2021-2022/1. Döneminde danışmanı olduğum .... numaralı ve ……………... adlı öğrencinin izinli sayılması tarafımca uygundur/uygun değildir.

Danışman Ad-soyad:

İmza:”

* Transcript (from the Student Information system 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 (It should be signed by the advisor and the student)
* Transcript (from the Student Information in .pdf format. For the applications made after the 2021 Fall Semester have started, the courses registered in the 2021 Fall 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” (. eng “leave of absence request-program-name-last name-student no”).

**Note:** The Leave of Absence applications MFYK (. eng “Engineering Faculty Board of Directors”) decisions will be reflected to students’ academic status in the student information system (within **4** weeks); please check your transcript.