**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

2023-2024/2. Döneminde danışmanı olduğum .... numaralı ve ……………... adlı öğrencinin izinli sayılması tarafımca uygundur/uygun değildir.

Danışman Ad-soyad:

İmza:”

Documents to be hand-delivered to the Department of Student Affairs (D-116) office:

* Leave of Absence Form
* Leave of Absence Petition (The details of the reason should be stated in the explanation part. It should be signed by the advisor and the student)
* Transcript (unofficial transcript taken from the student information system)
* Registration session information (Student Information (61))

Incomplete applications will not be evaluated.

**Note:** The result of the permit application is reflected in the student information system (https://student.metu.edu.tr/) by the ÖİDB within an average of 4 weeks. If your transcript includes the phrase "ON LEAVE" for this period, your permission has been approved. If there has been no change in your transcript even after 4 weeks, please contact the Department of Student Affairs (D-116).