

**CALIFORNIA INSTITUTE OF TECHNOLOGY**

M/C 230-87, Room 230 Center for Student Services, [gradofc@caltech.edu](mailto:gradofc@caltech.edu)

**Pregnancy and Bonding Leave Petition**

UID \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Option \_\_\_\_\_

Year Entered Caltech \_\_\_\_\_

Current Degree \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

Email \_\_\_\_\_

Advisor \_\_\_\_\_

Forwarding Address \_\_\_\_\_

*Please note: International students must meet with International Student Programs prior to approval of the leave to discuss visa implications and to avoid falling out of status.*

I am an international student? Yes      No

If yes, I have met with ISP to discuss my petition request? Yes      No

Students planning on taking a leave should first schedule a meeting with one of the Graduate Deans. The 6 weeks of pregnancy leave must be taken consecutively, as should the 6 weeks of bonding leave and both must take place within 12 months of the birth or adoption. Students are also responsible for notifying all of the relevant parties and obtaining signatures prior to submitting the final petition for approval to the Office of the Dean of Graduate Studies.

**Pregnancy Leave (up to 6 weeks)**

Effective date of leave \_\_\_\_\_

**Bonding Leave (up to 6 weeks)**

Effective date of leave \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Option Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

*After Obtaining the signatures above, submit to [Gradofc@caltech.edu](mailto:Gradofc@caltech.edu) for approval by the Graduate Dean.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Graduate Studies Signature

Notifications: Advisor, Option Manager, Registrar’s Office, Graduate Deans, Graduate Office Financial Analyst, Benefits, ISP (International Students only)