

CALIFORNIA INSTITUTE OF TECHNOLOGY

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

Personal 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 are responsible for obtaining all of the necessary recommendations prior to submitting the final petition for approval to the Office of the Dean of Graduate Studies. In cases of leave from the Institute, we ask that students schedule a meeting with one of the Graduate Deans. Students should also refer to the [Graduate Student Check-Out Procedures](#).

Effective dates of leave \_\_\_\_\_ to \_\_\_\_\_

Please include a reason for the leave below.

[Empty box for reason for leave]

\_\_\_\_\_  
Date

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

- Recommended
- Not Recommended

\_\_\_\_\_  
Date

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

- Recommended
- Not Recommended

\_\_\_\_\_  
Date

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

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

- Approved
- Not Approved

\_\_\_\_\_  
Date

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