



AMERICAN UNIVERSITY OF IRAQ, SULAIMANI

UNDERGRADUTE LEAVE OF ABSENCE

Effective Date: _____

Student Name: _____ Student ID Number: _____

Reason(s) for leave of absence: _____

- Leave of Absence (For 1 Semester) Returning Semester _____
- Leave of Absence (For 2 Semesters) Returning Semester _____

***Students not returning to AUIS for more than two semesters (2 semesters Leave of Absence) will be permanently dropped from AUIS.**

Library

- Returning borrowed books during the semester or before the deadline

Library Manger _____

Scholarship Office

- Only scholarship and sponsored students are requires to obtain this signature.

Scholarship Office _____

Student Services

1. Check out of dorm room (if applicable)
2. Check on any pending fees / keys / lockers

Student Services _____

Dean of Students and Advisor

- Make sure there are no pending academic issues

Dean of Students _____

Advisor _____

Finance

- Pay off outstanding debts and fees

Bursar _____

Registration and Records Office

Registration and Records Director _____

- Return ID card and completed form to Registration and Records Office

Processed by _____

RETURNING *I AM FORMALLY RETURNING FROM MY LEAVE OF ABSENCE*

Student signature _____