

Carnegie Mellon Leave of Absence Checklist

Use this checklist to guide your temporary leave from CMU and to ensure a smoother process when you're ready to return.

- Discuss leave plans with your primary academic advisor.** Your advisor can help you make plans, which will lead to a smooth return when you're ready to come back.
- Complete & submit [Leave of Absence form](#).** Be sure your form includes all required signatures before submitting it to the University Registrar's Office.
- Update contact information in [Student Information Online \(SIO\)](#).** CMU wants to stay in touch with you while you're away, so make sure your contact information is up-to-date.
- Contact your [HUB liaison](#).** Your HUB liaison can help answer any questions you might have about your student account and financial aid eligibility (if relevant). You'll want to make sure your student account balance is paid in full, which will help with a smooth return to the university later on.
- Contact [University Health Services \(if relevant\)](#).** If you have a university health insurance plan, contact UHS to learn about [insurance coverage while you're away](#).
- Contact [Housing Services](#) and [Dining Services \(if relevant\)](#).** If you have a housing and/or dining contract, you'll want to contact these campus service providers with any questions about related charges and what you may be responsible for paying depending on the timing of your leave.
- Contact [Office of International Education \(if relevant\)](#).** It is important to contact OIE prior to your leave to ensure you do not jeopardize your status and to discuss your plans for returning.

Questions? Reach out to your academic advisor.