

Read the policy at [www.cmu.edu/policies/documents/StReturns.html](http://www.cmu.edu/policies/documents/StReturns.html) prior to completing this form. Complete and submit this form to your department or college **at least 30 days prior** to the start of the semester in which you plan to return. Your department or college must complete and return this form to the University Registrar's Office. Allow adequate processing time. **Federal law mandates students on F1 or J1 Visa contact the Office of International Education prior to returning from a leave of absence.**

### Petition to Return from Leave of Absence

#### STUDENT INFORMATION

Student Andrew ID: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last/Family, First and/or Preferred, MI

Permanent Address: \_\_\_\_\_ Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Home College: \_\_\_\_\_ Department: \_\_\_\_\_

Semester of Return (*check one*):  Fall  Spring  Summer-1/All  Summer-2 20\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yyyy

#### REQUIRED INFORMATION AND SIGNATURES

Current Class: \_\_\_\_\_ Class Level Upon Return: \_\_\_\_\_

Current Expected Graduation Semester: \_\_\_\_\_ New Expected Graduation Semester: \_\_\_\_\_

Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Required for All Students mm/dd/yyyy

Dept. Head: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Students Only mm/dd/yyyy

Associate Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Undergraduate Students Only mm/dd/yyyy

Requirements Governing Return:

#### University Registrar Office Use Only

Semester \_\_\_\_\_ Current Enrollment Status \_\_\_\_\_ New Enrollment Status \_\_\_\_\_ Initials/Date \_\_\_\_\_

#### Release of University Hold

Sr. Associate Registrar \_\_\_\_\_ Date \_\_\_\_\_

#### Student Accounts Office Review for BB, Balance & SAO Holds

SAO Associate Director \_\_\_\_\_ Date \_\_\_\_\_

# Carnegie Mellon University

## University Registrar's Office

To assist with your transition back into campus life, we encourage you to review Student Information Online (SIO) ([www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio)) and update your contact information. We'd also like to remind you of a few other items to keep in mind during this process:

**Student Account, Financial Aid, or Return Status questions:** Contact The HUB at [thehub@andrew.cmu.edu](mailto:thehub@andrew.cmu.edu) or 412-268-8186.

**Academic Department:** Please contact your academic advisor in your home department to discuss your scheduling requirements.

**International Students:** If you are an international student, please contact the Office of International Education (OIE) at [ocie@andrew.cmu.edu](mailto:ocie@andrew.cmu.edu) or call 412-268-5231 for any pertinent information.

**University Health Insurance:** If you canceled your health insurance coverage upon leaving the university and wish to reinstate it, contact University Health Services at [shinsure@andrew.cmu.edu](mailto:shinsure@andrew.cmu.edu) or 412-268-2157.

**Andrew Email Account:** If you need assistance with your account, contact Computing Services at [it-help@andrew.cmu.edu](mailto:it-help@andrew.cmu.edu) or 412-268-4357.

**Carnegie Mellon ID Card:** For ID Card assistance, please contact The HUB at [idplus@andrew.cmu.edu](mailto:idplus@andrew.cmu.edu) or 412-268-8186.

**Housing and Dining questions:** If you plan to reside in university housing, you should contact Housing Services at [housing@andrew.cmu.edu](mailto:housing@andrew.cmu.edu) or 412-268-2139. If you are purchasing a dining meal plan, please contact Dining Services at [dining@andrew.cmu.edu](mailto:dining@andrew.cmu.edu) or 412-268-2139.

**Parking:** For information regarding parking on campus, see [www.cmu.edu/parking](http://www.cmu.edu/parking) or call 412-268-2052.

**Returning from Leave:** Review the [University's Student Return Policy](#) for more information.

If the University Registrar's Office can be of any additional assistance, please contact us at [CMURegistrar@andrew.cmu.edu](mailto:CMURegistrar@andrew.cmu.edu).