

## Carnegie Mellon Return from Leave Checklist

Use this checklist to prepare for your return back to the university and campus life.

- Discuss return plans with your primary academic advisor.** Your advisor can make sure you're eligible to return and enroll, and can discuss any scheduling requirements with you.
- Complete & submit [Petition to Return from Leave of Absence](#).** Complete and submit the petition to your department or college **at least 30 days prior** to the start of the semester in which you plan to return.
- Contact [Office of International Education](#) (*if relevant*).** To ensure you maintain legal status and to check on your eligibility to return, it is important to contact OIE before your return for pertinent information.
- 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).
- Contact [University Health Services](#) (*if relevant*).** If you canceled your health insurance coverage upon leaving and wish to reinstate it, contact UHS.
- Contact [Housing Services](#) and [Dining Services](#) (*if relevant*).** If you plan to live in university housing or purchase a dining meal plan, you'll want to contact these campus service providers for instructions.
- Contact [ID Card Services](#) in The HUB for assistance.** If you need a new ID Card, contact The HUB for help. You may also want to ensure your ID Card is functioning and that you can access all needed services (i.e., buildings, local Pittsburgh Regional Transit).
- Sign up for parking, if needed.** If you will have a vehicle on campus and need campus parking, contact [Parking & Transportation Services](#).

Questions? Reach out to your academic advisor.