

Read the policy at 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.**

University Registrar's Office
Lower Level, Warner Hall, A19
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone: 412-268-8250
Fax: 412-268-6651
university-registrars-office@andrew.cmu.edu
<http://www.cmu.edu/hub>

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: _____

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

Dept. Head: _____ Signature: _____ Date: _____
Graduate Students Only

Associate Dean: _____ Signature: _____ Date: _____
Undergraduate Students Only

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) 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 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 oiie@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 or 412-268-2157.

Andrew Email Account: If you need assistance with your account, contact Computing Services at 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 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 or 412-268-2139. If you are purchasing a dining meal plan, please contact Dining Services at dining@andrew.cmu.edu or 412-268-2139.

Parking: For information regarding parking on campus, see 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 university-registrars-office@andrew.cmu.edu.