



# REQUEST FOR HOLDING THE STATUS OF ENROLLED STUDENT

Code	SAO.4.21.0 ENG
Adoption date	12/09/2016
Revision date	-
Pages	1/1

The Electronic Copy of the form should be filled in, and the student should submit the Printed Copy of the completed form to the related Faculty. Incomplete forms will be returned to the student. Upon the acceptance form, the related Faculty will finalize the request.

Student No		Name and Surname			Date of Request	
		Faculty			Telephone & e-mail address	
Program			Academic Year and Semester			
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Master's	<input type="checkbox"/> PhD	Academic Year	20 <input type="checkbox"/> / 20 <input type="checkbox"/>	Semester	<input type="checkbox"/> Fall <input type="checkbox"/> Spring

To: <sup>1</sup>	<input type="checkbox"/> Faculty of Economics and Social Sciences	<input type="checkbox"/> Faculty of Engineering and Natural Sciences	<input type="checkbox"/> Faculty of Education and Humanities
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I appeal to the Faculty to put my status on hold from \_\_\_\_\_ to \_\_\_\_\_.

Please,  
**Mark the reason for your request (to HOLD your student status:<sup>2</sup>)**

- Due to some health problems
- Maternity leave
- Other (use additional pages if needed) \_\_\_\_\_

I enclosed relevant documentations proving my status of health.

Note: Request should be submitted in two copies.

**Student Certification:**

I certify that all statements in this request and all verification documents are true and accurate. I understand and agree that I must provide verification of statements I have made, and I also understand that if documentation is insufficient or not attached, or if this request is not signed, my request will be denied.

Student Signature

Date

**Approval of the Authorized Person<sup>3</sup>**

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	Date		Signature of Dean of Faculty	
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<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	Date		Signature of Accountant Officer	
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<sup>1</sup> Please, mark related Faculty.

<sup>2</sup> Please, mark the appropriate reason for request

<sup>3</sup> To be filled out by university authority.



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STATUS OF ENROLLED STUDENT**

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