THE OHIO STATE UNIVERSITY

Enrollment Services
University Registrar

Ohio Leave Pre-Approval Request *(For absences during the residency review period)*

Student Information

Ohio State ID | Last Name | First Name | Middle Name/Initial | Suffix

Ohio State name.# | Date of Birth (optional) | Campus | Today's Date

Leave Information
Completed by Student

City and State (or Country) of Experience | Begin Date | End Date

☐ I have attached a detailed signed statement that specifies how this experience will advance my study in a particular field.

☐ I have attached any additional letters or supported documentation to validate the unique, once-in-a-lifetime opportunity.

Student's Signature | Date

College Office Certification

☐ I have attached a detailed signed statement on letterhead that specifies how this experience will advance the student's study in a particular field.

☐ I have attached any additional letters or supported documentation to validate the unique, once-in-a-lifetime opportunity for the student.

☐ I verify that this academic experience could not be obtained in the state of Ohio.

Signature | Title | Ohio State ID or name.# | Date

Instructions

This form is to request an exception to the requirement of being in Ohio for twelve consecutive months prior to requesting reclassification of your residency status for tuition purposes. Exceptions are intended for those students who are pursuing a unique, once-in-a-lifetime experience that could not be obtained in the state of Ohio. Without prior approval, leaving Ohio for more than two consecutive weeks, or thirty days total during your review period may jeopardize your eligibly for reclassifying your residency status.

The following must be adhered to:

- The Ohio Leave Pre-Approval Request must be approved by the University Registrar prior to leaving the state of Ohio.
- Income will need to be documented to cover all expenses accrued while away from the state of Ohio.
- Income earned while outside of Ohio will not be considered eligible income when requesting reclassification.
- Students must maintain an Ohio domicile during their entire absence from the state and include Ohio domicile expenses when completing the Residency Reclassification Form.
- General volunteer experience or internships in the student's home state are unlikely to be approved.
- Ohio Leave Pre-Approval cannot be used concurrently or in conjunction with other absences, such as Study Abroad during the review period.

University Registrar Decision
Office Use Only

☐ Approved Request

☐ Denied Request

Signature | Title | Ohio State ID or name.# | Date

Revised: 8/4/2014

To return this form:

Mail to: Academic Records, 540 Student Academic Services Bldg., 281 W. Lane Ave., Columbus OH 43210-1132

Email to: registrar@osu.edu | Phone: 614-292-8877