To: Dr Smuidra Žermanos

Dean of the International Student Department

of Rīga Stradiņš University

**ACADEMIC LEAVE**

**Application form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT INFORMATION** | | | | | |
| **Name, Surname:** |  | | | | |
| **Student card No.:** |  | | **Study programme:** |  | |
| **Study year:** |  | **Semester:** |  | **Group:** |  |
| **E-mail:** | ***@rsu.edu.lv*** | | **Phone No.:** |  | |
| **Address:** |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **GRANTING ACADEMIC LEAVE** | | | |
| ***Please grant me academic leave as of:*** |  | | |
| *(DD/MM/YYYY)* | | |
| **Reason for leave:** | **Enclosed:** | |  |
| *Due to medical indications*  *Due to childbirth*  *Due to social matters*  *Due to family matters*  *Other* | *Doctor’s certificate*  *Copy of the new-born’s certificate of birth*  *Other document (specify)*  *Reference from RSU Library about having met my commitments* | |
| *Librarian’s signature*  *Stamp and date* |
| ADDITIONAL INFORMATION *(for internal office use only)* | | | |
| ***I plan to continue my studies at RSU starting with\**** | | ***September 20*** | ***February 20*** |
| \*The information you provide here is for planning purposes only. Should you wish to return to RSU on the dates you mention above, you  must submit a separate Application form for Academic Leave no later than 5 working days before the beginning of the semester. | | | |

|  |  |
| --- | --- |
| **RESUMING STUDIES AFTER ACADEMIC LEAVE** | |
| ***Please allow me to resume studies at Rīga Stradiņš University after the academic leave, as of:*** | |
|  | *September 20*  *February 20* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  |  | **Date** |  |

Upon completion, please submit this form to the Student Services in RSU Main building, 16 Dzirciema Street, Block K, Room 100.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Received at RSU Student Services*** |  | ***For office use only:*** | |
|  | **Date received** |  |
| **Signature** |  |
| **Decision** |  |