Non-UC Sponsored Study Abroad
Leave & Return Request Form

Instructions:
1. Obtain your College Advisor signature.
2. Pay the $70 participation charge to BARC prior to submitting this form to the Office of the Registrar.
3. Submit the request to the Office of the Registrar at least one (1) week prior to departure date.
4. The Waiver Agreement form must be submitted with this form if travels occur in a country listed on the U.S. Department of State’s Travel Warning site (http://travel.state.gov/).

Name ____________________________________________________ __________________________
Perm # _____________________________________

Address __________________________________________
Street __________________________ City __________________________ State __________________________ Zip __________________________

Email __________________________________________ Phone __________________________________________

Emergency Contact Name __________________________ Emergency Phone (______)____________

Please note: Official communications from UCSB will be via the student’s UCSB U-Mail accounts. Study Abroad students are advised to monitor their U-Mail accounts while abroad.

Non-UC sponsored Study Abroad program information: Leave status is valid for up to one academic year. UCSB defines an academic year as fall, winter and spring quarters.

Name of University issuing transcript __________________________ Country __________________________

Quarters Away from UCSB
Identify UCSB away and returning quarters below. (Example: Fall 2013) Do not identify away terms based on the calendar of the abroad school.

Are you amending your original Non-UC Study Abroad request? ❑ Yes ❑ No

Quarter(s) you will be away from UCSB: Fall ____________ Winter ____________ Spring ____________

Planned quarter of return to UCSB: Fall ____________ Winter ____________ Spring ____________

College Advisor

College of Creative Studies and College of Engineering – All students within the Colleges of Creative Studies and Engineering will need to make an appointment with their college advisor and obtain a signature.

College of Letters and Science – All L&S students who are currently in senior standing (135 units and above), or upon completion of study abroad work will place into senior standing, will need to make an appointment with their college advisor and obtain a signature.

College Advisor Signature __________________________ Date __________________________

By signing below, I confirm that I have read and understand the terms required to obtain Non-UC Sponsored Study Abroad Leave Status as noted on this form and within the Non-UC Sponsored Study Abroad web pages and associated links (http://registrar.sa.ucsb.edu/stu_abr/index.htm).

Participant’s Printed Name __________________________

Participant’s Signature __________________________ Date __________________________

Office of the Registrar Use Only: LCS ______ Good Academic Standing ____________ > 135 Units ❑ Yes ❑ No

Waiver Form Required __________________________ Date Processed __________________________ Processed By __________________________