

Leave of absence (Reg. Postpone)

(Students Document)

The purpose of this procedure

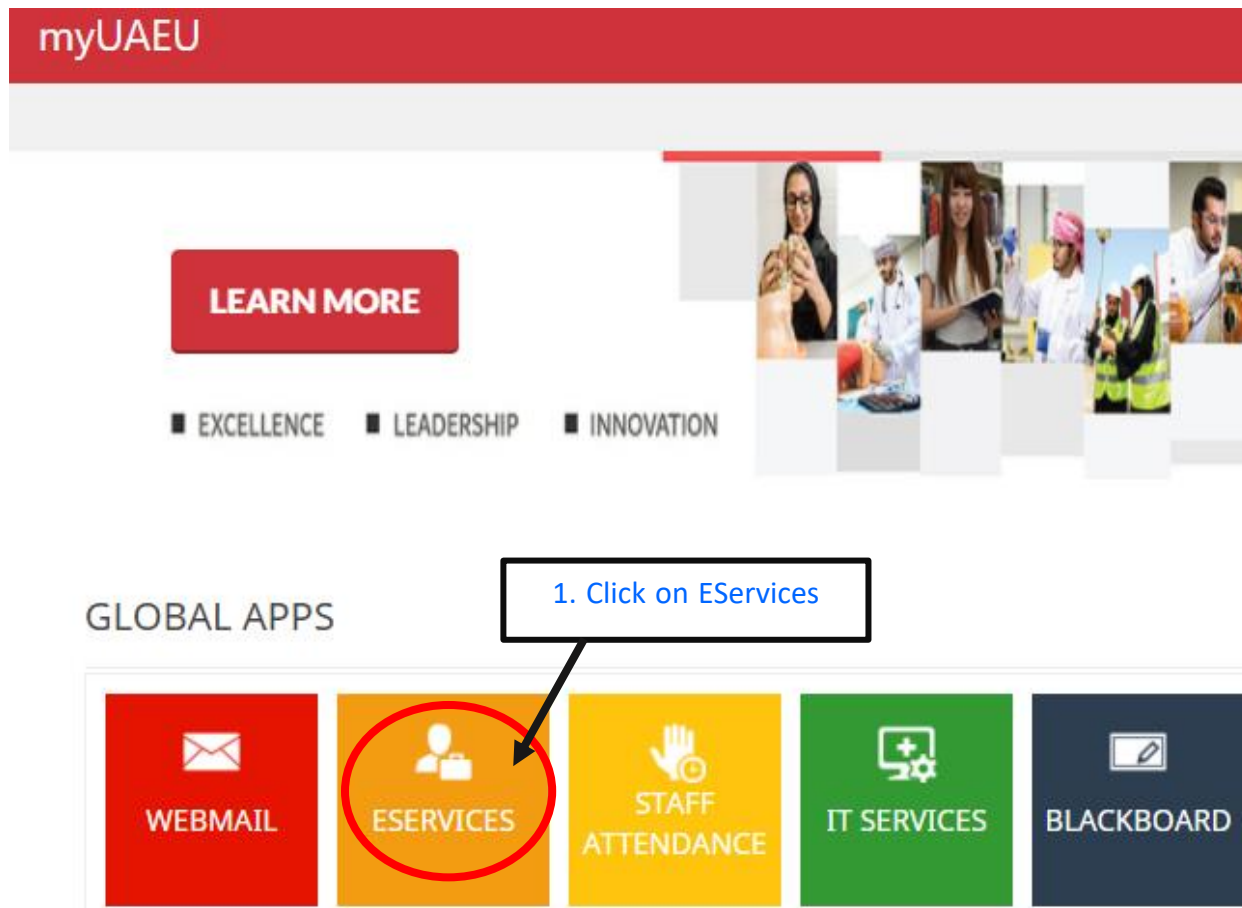
- Implement the policy for *Leave of absence (Reg. Postpone)*.
- A student can request *Leave of absence (Reg. Postpone)*, upload Sponsor approval documents, and check status of request through eServices.

This document contains

- How a student can request *Leave of absence (Reg. Postpone)* through eServices.

- *How to apply Leave of absence request through eServices.*

Go to link: <http://My.uaeu.ac.ae>



Welcome, [Redacted], to the Self Service Banner!

Personal Information
View addresses and phone numbers, emergency contact information, directory profile, and available surveys.

Student
Apply for Admission, Register, View your academic records and Financial Aid

2. Click on Student

Welcome, [Redacted], to the Self Service Banner!

Find a page...

Home > Student and Financial Aid

Personal Information

Student

Student Profile	Degree Works	Student Registration	View Grades
Documents Request	Student E-Payment	Apply for Students Fee Installments	Student College Transfer
Al-Ain Gate Permit Entry Request	Student Financial Aid Request	Special Needs	Withdraw from University
Registration Postponement	Student Health Insurance	Senior/Graduation Project	Student Account
Student Housing Services	Patent System	Apply to Graduate	Attendance Report
Career Readiness Service	Graduation Clearance Request		

3. Click on Registration Postponement

Find a page...

Welcome to the Registration Postponement Request Form.

In Case of emergency or other compelling circumstances, student may request Leave of Absence under the following conditions (Please read carefully):

- Student must apply for the leave of absence before the end of 6th week of classes.
- Leave of absence request is for the current semester.
- Student should complete at least one semester at the university. Newly admitted student is not allowed for leave of absence.
- Student can apply for leave of absence only during Fall or Spring semesters.
- Student under scholarship program must submit the approval letter from their organizations or embassies before submitting the request.
- The maximum number of leave of absence is as follow:
 - Under graduate students who were admitted in Fall 2014 and after may have a total of two consecutive or separate leave of absence during the entire period of university enrollment.
 - Under graduate students who were admitted before Fall 2014 may have a total of two consecutive or four separate leave of absence during the entire period of university enrollment.
 - Graduate students regardless of admission term may have a total of two consecutive or separate leave of absence during the entire period of university enrollment.

Student Name	Rashed Khader Ajamy Mahmoud Khader
Term	Spring 2021
Remaining number of requests	2 of 2
Status	No Request exists

4. Enter the reason/comments for postpone.

Reason/Comments
for Postpone (Max
150 characters)

Upload Sponsor Approval
Document *

Choose File

No file chosen

5. If you have a sponsor, upload sponsor approval letter.

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Submit

6. Submit your request.

✓ Registration Postponement Request has been submitted for approval. The final approval will be issued to you by email.
Note: You need the clearance from the following Department(s)/College

Clearance Type	Department(s)
Acc Receivable	Admission and Registration
College	Engineering

Note: You need the clearance from the Departments and college to get the final approval.

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- To check the request status follow above steps until step (3) then follow below step:

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Student Name	Rashed Khader Ajamy Mahmoud Khader
Term	Spring 2021
Remaining number of requests	2 of 2
Status	Pending

To cancel your request or for more information about your request status, please click in Previous Request History

Back to Student Menu

1. Click on **Previous Request History** link to check the request status or cancel your request.

Previous Request History

Registration Postponement Request History

Home > Student and Financial Aid > Registration Postponement > Previous Request History

Jan 21, 2021 01:18 PM

Term	Request #	Request Date	Request Status	Decision Date	Clearance Department	Clearance Type	Clearance Status	Cancel
Spring 2021(202120)	5668	21-JAN-2021	Pending	21-JAN-2021	Admission and Registration	Acc Receivable	Pending	Cancel
					Engineering	College	Pending	

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Note: You can check the request status.

Note: You can check the department's clearance status or click on cancel to cancel your request.