# *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.*
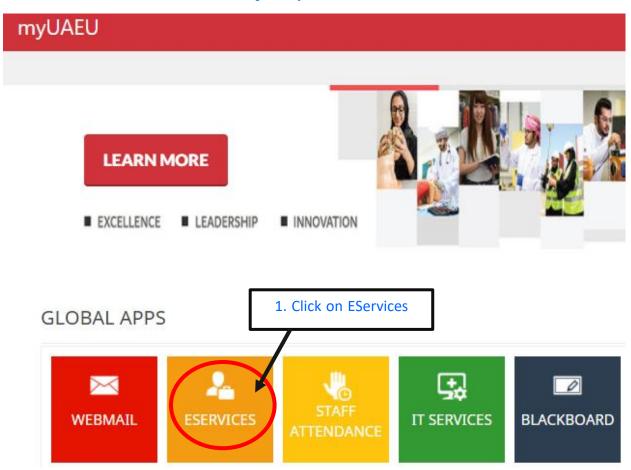
### *This document contains*

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

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

  *Go to link:* *http://My.uaeu.ac.ae*

# Welcome, _____, to the Self Service Banner!

| Personal Information | Student |
|---|---|
| View addresses and phone numbers, emergency contact information, directory profile, and available surveys. | Apply for Admission, Register, View your academic records and Financial Aid |

**2. Click on Student**

# Welcome, _____, to the Self Service Banner!

Find a page...

Home > Student and Financial Aid

| Personal Information | Student |
|---|---|

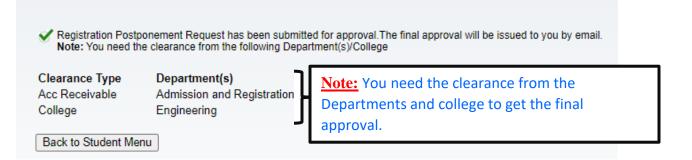| Student Profile | Degree Works | Student Registration | View Grades |
|---|---|---|---|
| Documents Request ▼ | Student E-Payment | Apply for Students Fee Installments | Student College Transfer |
| Al-Ain Gate Permit Entry Requst | Student Financial Aid Request | Special Needs | Withdraw from University |
| 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)

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

Upload Sponsor Approval Document *    Choose File    No file chosen

Back to Student Menu    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.

Back to Student Menu

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

**Welcome to the Registration Postponement Request Form.**
**In Case of emergency or other compelling circumstances, student may request Leave of Absence under the follow**
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  absence during the entire period of university enrollment.

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  entire period of university enrollment.

| 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 | |

Back

**Note:** You can check the request status.

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