Yeshiva University

OFFICE OF THE REGISTRAR

Beren	215 Lexington Avenue, 6th Floor	New York, New York 10016	Phone 212 340 7777	Fax 212 340 7837	E-mail berenregistrar@yu.edu
Wilf	500 West 185th Street, Rm 114	New York, New York 10033	Phone 212 960 5274	Fax 212 960 0004	E-mail wilfregistrar@yu.edu
Ferkauf	1165 Morris Park Ave.	Bronx, New York 10461	Phone 718 430 3943	Fax 718 430 3960	E-mail resnickregistrar@yu.edu
Cardozo	55 Fifth Ave, C1040	New York, New York 10003	Phone 212 790 0295	Fax 212 790 0341	E-mail brookdaleregistrar@yu.edu

Request for Maintenance of Matriculation

This form is to be used by students taking full-time outside studies *required* by their program. (If you are pursuing outside courses on your own you must file a "**Request for Personal Leave of Absence**" or "**Request for Withdrawal with Intent to Return.**" The registrar can help you determine the correct option.) Please note: it is the responsibility of the student to file this form EACH semester when taking outside courses. This form is subject to approval by your school. Consult www.yu.edu/registrar/loa and your academic catalog for complete information. **There may be financial aid considerations associated with filing this form – consult with your financial aid advisor.**

Student's name: _____   YU ID #: _____

Mailing address: _____

_____

Phone: _____   Email: _____

Semester Requested (choose ONE):   ❒ Fall or ❒ Spring 20_____

Your are in:

❒ Combined Plan in Engineering at Columbia

❒ Bernard Revel Graduate School PhD Program

❒ Approved Consortium Agreement with another school

❒ Other _____

Student's signature: _____   Date: _____

Student submits form to the school office for approval.

For Office Use Only

Office of the Dean:

Action by School I: ❒ Approved   ❒ Denied   Action by School II (if applicable): ❒ Approved   ❒ Denied

Comments: _____   Comments: _____

Signature: _____ Date: _____   Signature: _____ Date: _____

Dean submits form to the Registrar

Office of the Registrar:

Comments: _____

Signature: _____   Date: _____

Processed by: _____   Date: _____

Updated 2/26/2012