

How to File a Leave of Absence and Withdrawal Quick Start Guide

1. From the <https://my.iit.edu> portal, select the Academics tab:



2. Navigate to the Graduate Academic Affairs Channel, then select Graduate Leave of Absence or Withdrawal. Note:
 - a. A Leave of Absence is filed when the student intends to return within one (1) academic year, which can be petitioned for extension up to two (2) academic years.
 - b. A Withdrawal is filed when the student does not intend to return to graduate studies.
 - c. In either case, international students in F1 status must meet with the International Center and follow the required immigration protocol.

