


How to Take a Leave of Absence or Completely Withdraw from the University

Completely withdrawing from the university means that you do not anticipate returning. If you withdraw and wish to return to UT Health San Antonio, you must reapply to the program through admissions.

A Leave of Absence is a temporary separation from the institution, but you must meet program guidelines in order to return.

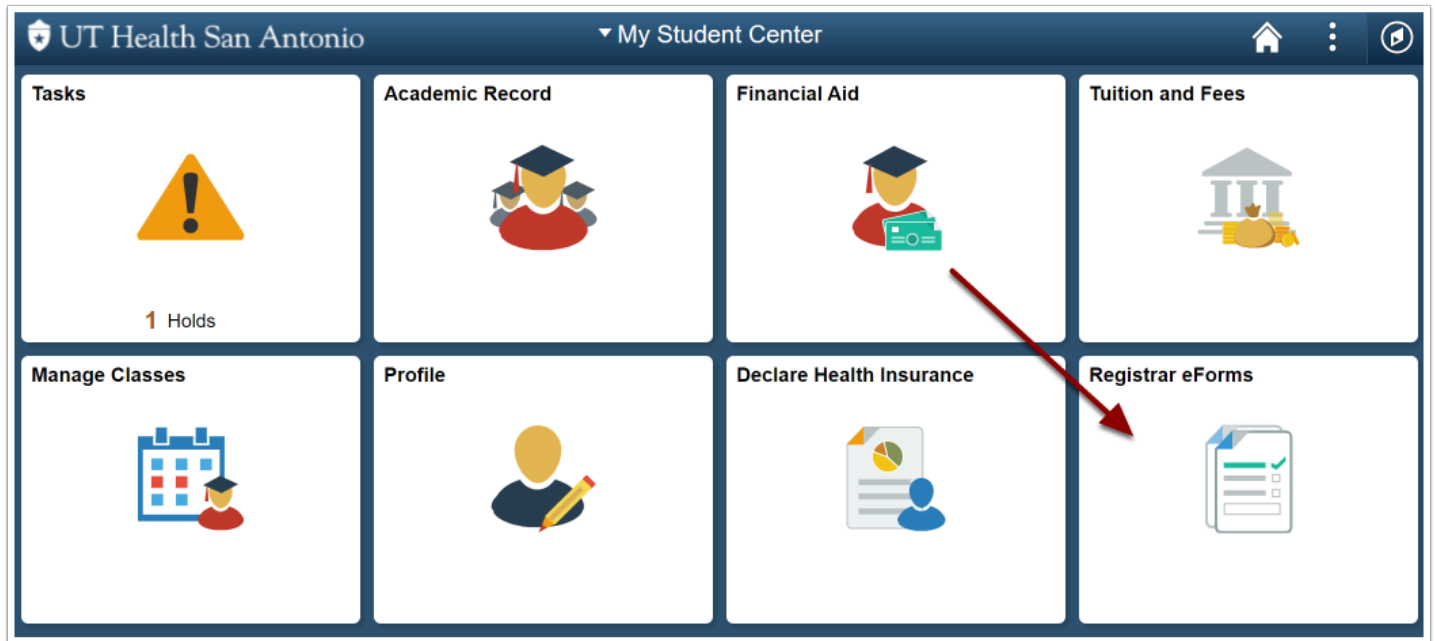
This form will notify appropriate offices of your intentions to withdraw or take a leave. You will need to follow instructions and procedures outlined in the form in order to prevent issues with your separation. Offices that may have additional requirements may include Financial Aid, Bursar, Police/Parking, etc. Information will be provided in the form.

 We recommend that you consult with your program before starting this form.

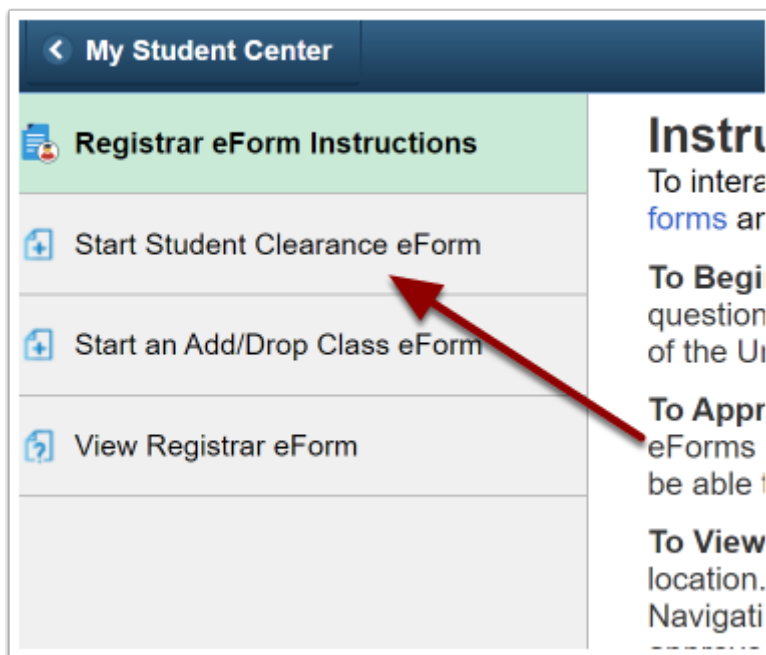
1. Log into My Student Center

Reference [How to Log into My Student Center](#) for instructions on logging in.


2. Click the Registrar eForms tile




3. Click on Start Student Clearance eForm




4. Complete the form

 Last Date of Attendance cannot be a date in the future.


 Selecting Leave of Absence will require you to indicate the semester you anticipate returning. Example: Fall 2022

5. Review Confirmation Page

After submitting the form, you will see a confirmation page that will state your form has been successfully submitted. To see the entire approval process, click on the View Approval Route button.

 Registrar


Form Result


 Start Clearance Process : Results

You have successfully submitted your eForm.

The eForm has been routed to the next approval step. Selina O Futrell.

View Approval Route

 Signature/Action Logs

 You can always log back in later and [review the status of your form](#).



You will receive a confirmation email when your request is processed.