

Date application received by the public authority	Ref.:
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Application for approved leave from studies

First name and surname		Civic registration number
Telephone number	Email address	
Study programme/course and department:		
Year in study programme:	My studies started (term and year):	

National provisions on approved leave from studies are regulated in § 33, chap. 7 of Sweden's Higher Education Ordinance (1993:100).
 - **Guaranteed admission** after approved leave from studies is granted for a limited time, usually one to three terms. Guaranteed admission means that the university undertakes to offer the student admission to studies after the approved leave ends.
 - A student who does not intend to resume his/her studies must give notification of **non-completion**.
 - **Notification of study resumption** after approved leave must be given no later than 15 April for the autumn term and 15 October for the spring term. A person who has not given notification of resumption by the date stated in the decision shall be regarded as not having completed his/her studies and, consequently, shall lose his/her place on the studies.

Approved leave from studies

As of (SpT/AuT, YEAR):	To end of (SpT/AuT, YEAR):	Number of terms:
Grounds/reasons for approved leave from studies (to be corroborated by certificates, etc.):		

Signature

Place and date	Applicant's signature
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To be completed by the university

DECISION:	
<input type="checkbox"/> Granted	
<input type="checkbox"/> Not granted¹	
<input type="checkbox"/> Details of, and reasons for, the decision are to be appended	
Rapporteur, signature	Decision-maker, signature
Name in block letters, date and position	Name in block letters, date and position

This form is to be sent to the registrar: registrator@uniarts.se or The registrar, Stockholm University of the Arts, Box 24045, SE-104 50 Stockholm.

¹ **Appeal information:** The decision can be appealed. Your appeal must be in writing. You must state what you would like changed in the decision and your reasons for this. Appeal lies to the Higher Education Appeals Board, but the appeal document is to be sent to: Stockholm University of the Arts, Box 24045, SE-104 50 Stockholm; or, registrator@uniarts.se. The appeal must be received by the university within three weeks of you learning of the decision.