

Return application to:  
**Högskolan i Gävle**  
**Registrator**  
**801 76 GÄVLE**



Registration Number:
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## Application For Approved Leave From Studies

Name	Civic registration number	
Address	Email	
Postal Code/City/Town	Phone	
Study programme	Admitted (semester)	Current study semester
I apply for approved leave from studies during spring semester 20....(year) and/or autumn semester 20....(year)		
Reason for approved leave from studies:  .....		
Date	Signature	

### **IMPORTANT INFORMATION!**

- It is the Administrative official that grant the approved leave from studies based upon the Higher Education Ordinance UHRFS 2013:3
- You commit to notify your intention to resume your studies, after the approved leave from studies, no later than 15<sup>th</sup> April before an autumn semester and no later than 15<sup>th</sup> October before a spring semester to be able to claim your study place.
- Information about application within your programme can be found at <http://www.hig.se/Ext/En/University-of-Gävle/Education/Current-students>
- Certificate of enrollment can be printed from the Student Portal <https://studentportal.hig.se/uPortal/render.userLayoutRootNode.uP>
- If you have a residence permit based on studies and take a study leave you need to contact the Migration Board to see what rules apply
- Please note that if you are a tuition fee paying student with a residence permit for studies and take a study leave your residence permit will be withdrawn

### **The University's decision**

The above application is:

<input type="checkbox"/>	Granted	.....	.....
<input type="checkbox"/>	Rejected	Date	Administrative official
<input type="checkbox"/>	Reported in Ladok		
<input type="checkbox"/>	Registry (copy)		
<input type="checkbox"/>	Original to applicant		
<input type="checkbox"/>	Copy to Faculty		

**Appeals:** If the decision about approved leave from studies has not been granted you can make an appeal. The appeal must be in writing. In the appeal letter the registration number must be stated and what desired change to the decision there is.

The appeal letter is to be addressed to the Higher Education Appeals Board (ÖNH) but sent to the person who made the decision at Högskolan i Gävle (HiG), 801 76 Gävle. It should arrive at HiG within three weeks from the day you received the decision.