



CHECKLIST FOR STUDENTS GOING ON-LEAVE AND/OR ABROAD

BEFORE YOU GO

- Meet with the History Graduate Office and complete a petition for on-leave status.
- Submit contact information (email and postal address) to the History Graduate Office
- Change your address on MyUW
- Arrange for a loan deferment while you are on-leave, if necessary
- Select a friend who is a student and familiar with academic procedures to act as Power of Attorney for you or to do errands for you while you are away
- Arrange to have income tax and other legal documents forwarded to you
- Return library books and pay fines

TAKE WITH YOU

- A letter of introduction from the Chair or Graduate Program Coordinator identifying who you are and what research you will be doing, and verifying that you are a student in good standing in the graduate program
- Necessary materials for research, such as Human Subjects approval verification, letters of introduction, etc.
- Necessary materials for applying for funding while you are away
- Necessary materials for applying for History teaching and staff assistantships (c.v., statement of teaching philosophy, faculty teaching evaluations, statistical evaluations, etc.) if you will be gone at the time of the TA/SA application deadline (February 1)

WHILE YOU'RE AWAY

- To maintain your account, use your UW e-mail at least once every 180 days
- Have a friend regularly check your student mailbox
- Don't forget to send the obligatory postcard to the History Graduate Office!