

Leave of Absence Form (LOA)

Now Completed by Postdoc in AXESS

Postdoc's View in AXESS

STANFORD UNIVERSITY | **AXESS UAT**

Home **Student Center** STARS (Training)

's Student Center

Academics

[Search](#)
[Enroll](#)
[SimpleEnroll](#)
[My Academics](#)
[Explore Courses](#)
[Explore Degrees](#)

enrollment class picks ▶

other academic... ▼ ⏏

Finances

My Account
[View Financial History by Term](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Outside Scholarships](#)

make a payment ▶

other financial... ▼ ⏏

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

Administrative Links
[Registrar's Office](#)
[Student Financial Services](#)
[Financial Aid Office](#)

You are not enrolled in classes.

You have no outstanding charges at this time.

LOA Form is under “Personal Information” Menu Bar

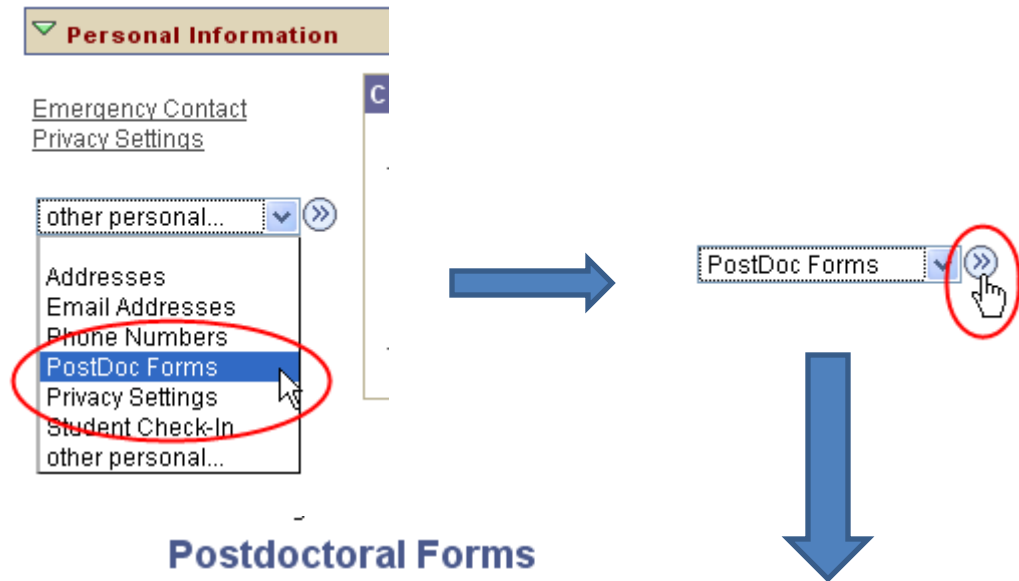
The screenshot displays a web interface with a navigation menu. The 'Personal Information' menu is expanded, showing a dropdown menu with the text 'other personal...' circled in red. The dropdown menu also contains a blue arrow icon and a red double arrow icon. The main content area shows contact information for SEVIS (US) in Menlo Park, CA, including a home phone number and an email address ending in @stanford.edu. To the right, there are two other menu sections: 'Support' with a link to 'Axess Help' and 'Other Links' with a link to 'Vaden Health Center'.

Personal Information	
Emergency Contact	
Privacy Settings	
other personal...	>>
Contact Information	
<u>Mailing Address</u>	<u>SEVIS (US)</u>
Menlo Park, CA 94025-5259 United States	Menlo Park, CA 94025
<u>Home Phone Number</u>	<u>Email</u>
	@stanford.edu

Support
Axess Help

Other Links
Vaden Health Center

Postdoc Uses Drop Down Menu



Postdoctoral Forms

Choose request type and Continue.

Request Type



- International Activity Reporting
- Leave Of Absence

Postdoc's View of LOA Form

POSTDOCTORAL SCHOLAR UNPAID LEAVE OF ABSENCE REQUEST

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Bio Demo			
Student ID:	0987654	Name	
*Acad Org:	MICROIMMUN	Microbiology and Immunology	
Acad Plan:	Microbiology & Immunol (PD)	Acad Sub-Plan:	
Faculty Mentor:		Appointment End Date:	08/31/2013
International Scholars			
Visa/Permit Type:	<input type="text" value="J1"/> 	Visa permit end date:	08/31/2013
Other Visa type:	<input type="text"/>		
*Will you remain in US during your leave period:	<input type="text" value=""/> 		

Information that must be completed in the LOA Form

All Scholars

*Leave request From: 31

*Leave request To: 31

*Reason for Leave ▼

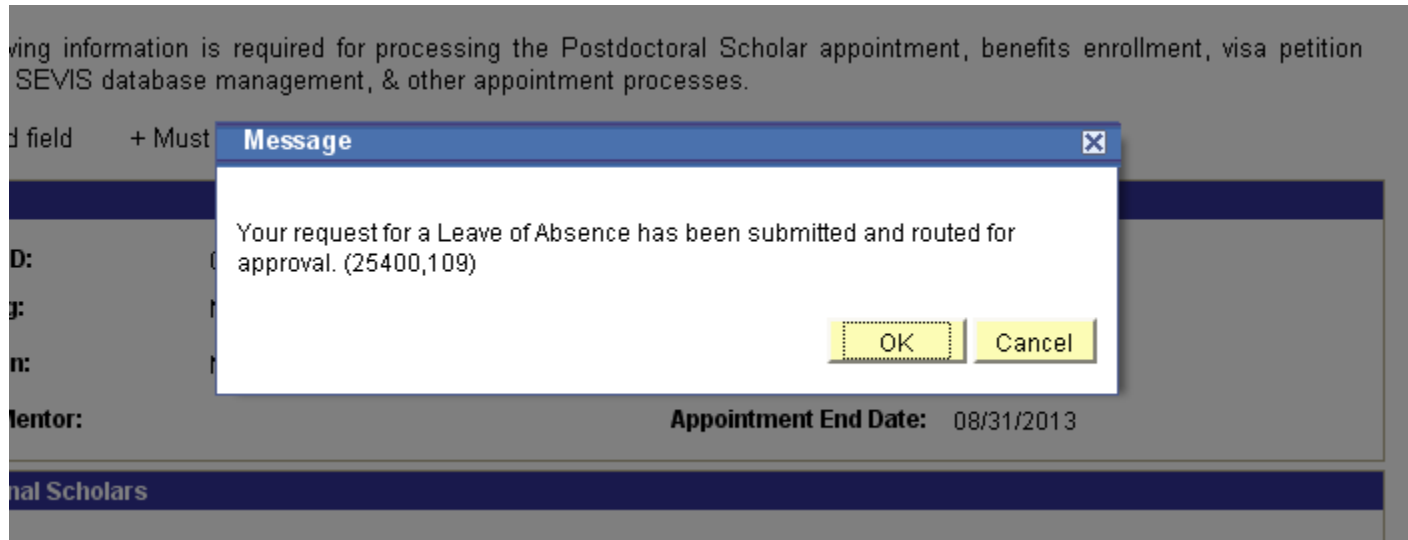
*Explanation for leave

*Are you currently on the Postdoc Health Insurance plans at Stanford? ▼

*If externally-funded, I have obtained approval from my funding agency for this leave: ▼

[Submit](#) [Return to Postdoc Forms](#) [Print](#)

LOA Form Successfully Submitted



What Happens Once LOA Form is Submitted?

IV. Leave of Absence. Is initiated by the postdoc through the self-service interface on AXESS.

