



Application: Approved Leave of Studies

Department of Media Studies

Fill out, print, sign, and hand in to your International Coordinator or Student Advisor.

Approved Leave of Studies is given for no longer than 1 year. To reassume studies, you must report to the Department in writing before April 10 for return Fall semester and October 10 for return Spring semester AND apply through www.universityadmissions.se / www.antagning.se to courses not offered by the Department of Media Studies.

PERSONAL INFORMATION

SURNAME

GIVEN NAME(S)

ADDRESS:

CITY

ZIP CODE

E-MAIL

CIVIC REG. NO

PHONE

ACADEMIC INFORMATION

ECTS at IMS at time of application

Program code:

ECTS by end of current semester

Program name:

Leaving after completion of
(semester)

Returning for
(semester)

Reason for leave of studies:

Student signature

Date

For Department use only

Director of Studies Name

Approved

YES

NO

Signature

Date

Dnr SU

Appeal against a decision

If you want to appeal against the decision you should do so in writing. The appeal should be addressed to "Överklagandenämnden för högskolan" (the Higher Education Appeals Board), but should be sent or handed in to the public authority that made the decision, in this case Department of Media Studies, Stockholm University (for address see below).

The appeal must reach Stockholm University **within three weeks of the date that you received notification of the decision**. The letter of appeal must state which decision you are appealing against (please indicate the registration number) and how the decision should be changed. The reason why the decision should be changed should also be stated.

For more information please read www.onh.se.

SU adress/address:

Department of Media Studies
Stockholm University
Box 27861
SE-11593 Stockholm
SWEDEN