

Outlining UM's Current Leave Policies for International Students

Purpose of this Document:

1. To provide an overview of the University of Manitoba's (UM) institutional-level leave of absence policies and definitions for immigration purposes. This document is not meant to serve as a personalized support letter or an authorization for individual students.
2. To make the information transparent and accessible to international students so they can make informed decisions before taking time away from their studies. This is particularly important since Immigration, Refugees and Citizenship Canada's (IRCC) regulations and definitions, and the UM's regulations and definitions, do not always align.
3. To make this information available to IRCC officers looking at the UM's website when verifying information that an individual student is providing in their application.

Taking time away from studies:

The UM recognizes that students, regardless of their program or level of study, may need to take time away from their studies for a variety of personal, health, or academic reasons which may vary from a single term or longer.

Below is an overview of the leave of absence information at both the undergraduate and graduate levels at the UM as of March 19th, 2024:

1. Academic Leave – Undergraduate Students

The UM does **not** have an institutional leave of absence **policy** for students at the undergraduate level. Some faculties do have an undergraduate leave of absence **process** for their programs, but these are **not** considered a leave of absence at the *institutional level*.

Therefore, if you are an international undergraduate student, the UM does not have an institutional 'leave of absence' option available for you. Even if your home faculty grants you a leave of absence, undergraduate students taking time away from their studies in a fall or winter term will be reported to IRCC through the [Compliance Reporting](#) process managed by the Registrar's Office. The student would be reported as "no longer registered/enrolled".

Undergraduate students in a faculty that has a leave of absence process for their programs should contact an [Academic Advisor](#) to discuss the process of applying for a leave of absence from their program.

Depending on the program, a student may be inactive (not registered in any courses) in some terms without needing to reapply for admission to the UM. All students, regardless of faculty, who have been

inactive for 2 or more consecutive terms must contact their faculty prior to registration. Further information can be found on the Registrar's Office website:

- Leave of absence: <https://umanitoba.ca/registrar/withdraw-course#temporarily-leaving-your-studies>

2. Leave of Absence – Graduate Students

Graduate students at the UM are expected to maintain continuous registration from admission through to graduation. However, international graduate students who are unable to continue in their studies and maintain continuous registration can request a formal leave of absence from the Faculty of Graduate Studies (FGS) and, if approved, will be reported to IRCC through the [Compliance Reporting](#) process managed by the Registrar's Office as "on an authorized leave."

International graduate students needing to apply for a leave of absence from their program must contact the [Faculty of Graduate Studies](#) for more details. Further information can also be found on the Registrar's Office website and in the Academic Calendar:

- Registrar's Office – [Temporarily leaving your studies](#)
- Academic Calendar – [Leaves of Absence for Graduate Students](#)

UM's Definitions for Immigration Purposes:

In addition to this document, the UM has also created a document that outlines full-time status for immigration purposes: [Full time status for IRCC purpose](#).

The UM uses the definitions in the above document, as well as this current document, to report on the enrollment status of international students at our institution as part of the [Compliance Reporting](#) process managed by the Registrar's Office.

Regular academic sessions:

Undergraduate students:

- Regular academic session includes two terms: Fall term (September – December) and Winter term (January – April).
- The Summer term (May – August) is not included in the regular academic session, however courses taken during this term do appear on the student's transcript.

Master and PhD Students:

- Regular academic session includes three terms: Fall term (September – December), Winter (January – April) and Summer (May – August). Students registered in a Masters or PhD programs are in "intensive programs" and do not have scheduled breaks.

Pre-Masters students:

- Regular academic session includes two terms: Fall term (September – December) and Winter term (January – April).

- The Summer term (May – August) is not included in the regular academic session, however courses taken during this term do appear on the student's transcript.

NOTE: Immigration, Refugees and Citizenship Canada (IRCC) provides a comprehensive overview of the rules and conditions that study permit holders in Canada must follow in order to meet the conditions of their stay in Canada:

Your conditions as a study permit holder in Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html>