Faculty guide to submit a sabbatical request form

NOTE: If a department admin is filling this out on behalf of a faculty member, please use an Incognito browser window if possible

1. Visit the appropriate form page
   a. Sabbaticals: https://arsl.at/EmL18apB
   b. Leaves of Absence: https://arsl.at/qGoVD6kI
2. Press "I consent" on the Terms & Conditions page

3. Fill out the form. **When entering your N Number, please follow this exact format: N######## (capital N with 8 digits immediately following, no space or dashes).**

4. Sign and enter today's date, and then press "Continue" button in bottom right corner (this will only become available once all required fields have been filled in).
5. Click "Complete"

Note: You will see a screen to download your request. You do not need to create an Airslate account in order to do so.