

## APPLICATION FOR ABSENCE FROM CLASS

### Part A: PERSONAL INFORMATION (To be filled in by the student)

Name : \_\_\_\_\_  
 Student ID No. : \_\_\_\_\_ Email : \_\_\_\_\_  
 Programme Name : \_\_\_\_\_ Nationality : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ Parents' Contact : \_\_\_\_\_  
 (in Kuching & hometown) No. : \_\_\_\_\_  
 Semester : \_\_\_\_\_ Academic : \_\_\_\_\_  
 Session : \_\_\_\_\_  
 Mailing Address : \_\_\_\_\_  
 \_\_\_\_\_

Date of Leave	Subject Code	Subject Name	Lecturer's acknowledgement	Any progress test scheduled/ assignment due? (Yes/ No)

Reason(s) for leave:

Notes:

1. All leave applications must be submitted with supporting documents for approval five (5) days before proceeding on leave.
2. All medical certificates (MC) must be submitted to Academic Office within two (2) working days (48 hours) after the last date of MC. Any late submission shall not be entrained.

\_\_\_\_\_  
Date:

### Part B: OFFICE USE

RECOMMENDED/ NOT  
RECOMMENDED

RECOMMENDED/  
NOT RECOMMENDED

APPROVED/  
NOT APPROVED

\_\_\_\_\_  
Programme Coordinator

\_\_\_\_\_  
Marketing Director/  
International Students Officer  
(for International Student)

\_\_\_\_\_  
Head of Academic

Date:

Date:

Date:

Comments: