

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: