

LEAVE OF ABSENCE FORM

PROCEDURE :

1. Student fills out Part A to apply for leave and attach supporting documents.
2. Part B is only for international students and for IOAV to confirm if there are any visa issues which may affect the student's visa during international student's travel outside of Peninsular Malaysia; this includes Sabah and Sarawak. International students travelling within Peninsular Malaysia can go straight to Part C.

(Please refer to the INTI Student Handbook, section 4.4 INTERNATIONAL CENTER (IC) for more details.)

3. Lecturers to sign off in Part C and, if rejected, remark why they reject. (eg. Test, Field trip, etc on the same date which has been announced earlier) For international students, lecturers should not approve leave if IOAV has not recommended it as they may face problems returning to the country.

Lecturers will need to mark attendance as 'Absent with Reason' in TCMS for the dates approved .

4. Student must return this form to their school's program officer. PO to sign and date of receipt.

Failure to do so means this application is not recognized and you will be marked absent.

(A) To be completed by the student –

Student's Name : _____ Session : _____

Matriculation No : _____ Programme : _____

Email Address : _____ Contact No : _____

Application for 'Leave of Absence': From _____ to _____
(Date) (Date)Reason(s) for requesting leave (Please attach all supporting documents): _____

Form must be submitted before taking leave or within 72 hours of returning from leave.

I will take full responsibility for my academic performance, and I will follow-up with all classes and coursework required.

Student's Signature_____
Date**(B) International Office** (Only for international students leaving Peninsular Malaysia for overseas, including Sabah, Sarawak, & visa checking)***Taking leave from classes may affect your visa requirements. Please verify your leave application with IOAV before proceeding to Part C.***

Comments : _____

IOAV Checklist : i) The student has been informed of any visa-related concerns. **YES/NO**ii) Any adverse visa impacts are expected during the leave period. **YES/NO**Leave : **Recommended/Not Recommended**Name: _____ Signature: _____ Date: _____
(IOAV Personnel)**(C) To be approved by lecturer(s)**

Lecturer's Name	Course Code	Section	Date	Lecturer approval	Lecturer's signature	Remark(s)
1.				Y / N		
2.				Y / N		
3.				Y / N		
4.				Y / N		
5.				Y / N		
6.				Y / N		

Please submit this form to your school's Program Officer once the form is completed. Failure to submit means your application is invalid.

Received by: _____

Date: _____