



APPLICATION FOR LEAVE OF ABSENCE

Semester , Session /

INSTRUCTIONS

To Candidate

- Please complete Section A. You are required to submit this form to the Deputy Dean (Postgraduate) of your Kulliyah/Institute.
- Sponsored students who would like to apply for leave of absence for any reason, must enclose consent / approval letter for the leave of absence from their sponsor(s).
- A student will not be granted a leave of absence unless the following conditions are fulfilled:
 - To attend class as usual and sit for any mid-term/final examinations
 - To submit the application form together with a valid air ticket/any travelling documents to the Centre before leaving the country. The following table exemplifies some of the reasons and the relevant necessary documents.

Reasons	Supporting Documents
1. Medical problem e.g.: accidents, and any other serious health problems	Medical report certified by the IIUM Health Centre and, air ticket for International Students
2. Personal problems e.g.: family problems, marriage problems, stress	Counselor report certified by the IIUM Counseling & Career Guidance Department or IIUM Health Centre and, air ticket for International Students
3. Work constraints	Recommendation letter from employer, air ticket and work permit for International Students

NOTE: Please complete the CPS/ADM04 form if you have any changes in your personal particulars (such as e-mail address & mobile phone number).

To Deputy Dean (Postgraduate) of the Kulliyah/Centre/Institute.

- Please submit the completed form to the Dean, Centre for Postgraduate Studies.
- Please also ensure the relevant supporting documents are attached.

Important Notes

The implementation of the "Leave of Absence" has been effective since Semester I, 2001/2002. The counted/uncounted status does not apply to all postgraduate students registered prior to Semester I, 2001/2002.

SECTION A : STUDENT Personal Details

Name:	Matric No.: G
Kulliyah/Institute:	
Sponsor:	
Email:	Contact No:
Programme : <input type="checkbox"/> PhD <input type="checkbox"/> MASTER	

Reason (s) for Leave of Absence requested. Please attach any supporting document(s).

***To be filled by student**

*Matric No:

G							
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FOR STUDENT ON IIUM FINANCIAL LOAN

I understand that if my application is successful, my financial loan will be suspended during the approved leave of absence period.

Date: _____

Student's Signature: _____

**SECTION B : HEAD OF DEPARTMENT / PG COORDINATOR (If Relevant)
Recommendation**

RECOMMENDS

NOT RECOMMEND

Remarks _____

Date:

Signature & Official Stamp:

**SECTION C : DEPUTY DEAN (POSTGRADUATE AND RESEARCH)
Approval**

APPROVED

NOT APPROVED

Remarks _____

Date:

Signature & Official Stamp:

FOR OFFICE USE ONLY (CPS)

Date Received	Action / Remarks