

NANYANG TECHNOLOGICAL UNIVERSITY

HIGHER DEGREE CANDIDATES (COURSEWORK PROGRAMMES) APPLICATION FOR LEAVE OF ABSENCE

Note : Full-time international students granted leave of absence for 3 months or more are required to cancel and surrender their Student's Pass as required by Immigration & Checkpoints Authority, and re-apply for a new Student's Pass through the University at least 1 month before they resume study.

Section A : To be completed by candidate and submitted directly to the Programme Coordinator not less than 7 working days in advance of the leave. The reasons for the application must be clearly stated and relevant supporting documents must be attached.	
Name :	Matriculation No:
Course of Study :	School :
Commencement Date of Candidature :	
Period of Leave of Absence previously granted (if any) : From : To :	
Period of Leave of Absence now requested : From : To :	
Reason(s) for applying for Leave of Absence * : <i>(Please use a separate sheet if necessary)</i>	
Do you have any class test/quiz or dateline to submit assignment during the proposed period of leave? YES / NO (Please circle the applicable)	
If yes, please indicate subject: _____	
_____ Signature	_____ Date

* Note : Relevant supporting document(s) must be attached.

Section B : To be completed by Programme Coordinator and forwarded to Chair/Dean of School.

(Note: The approved application must be submitted to the Office of Academic Services (OAS) not less than 5 working days in advance of the leave.

Application for leave is supported.

[Student attended classes beyond the 2nd week of the term? Yes No]

Application for leave is **not** supported.

Comments :

Signature

Date

Section C : To be completed by Chair/Dean and forwarded to OAS.

Application for leave is approved.

Application for leave is **not** approved.

Other Remarks (if any)

Signature

Date