



## Student Short Leave Application

### Short Period of Leave of Absence during the Semester

#### Important Notes for Short Leave Application During the Semester

- Please read the detailed guidelines at the [website](#) before proceeding.
- This online short leave system is only applicable for the Teaching Weeks of the semester. For medical leave taken during examination periods, please do not apply here. Please click [here](#) to read the relevant procedures instead.
- Students applying for leave during their attachment/ internship programme should apply directly with the Career & Attachment Office and attachment/ internship company, and should not apply here.

#### Non-Medical Leave

- Applications with supporting documents must be submitted at least 7 working days in advance of such leave. Otherwise, applications will not be approved. Students should not go on such leave until approval is obtained.

#### Medical Leave

- Applications with medical certificate must be submitted not later than 7 working days after the medical leave. Otherwise, applications will not be approved and students will be given zero marks for any test or quiz they were absent from.

#### Compassionate Leave

- Such leave may be granted in the event of the demise of an immediate family member (defined as parents, siblings and grandparents). The period granted is within 7 days of the death (starting from the day of death and inclusive of weekends and Public Holiday) and on the day of the funeral.

I have read and understood the above and would like to proceed.



## Short Period of Leave of Absence during the Semester

### Student Particulars

Name

Matric

Programme

Student Type

Home Address

Postal Address

Home Telephone

Term Telephone

Handphone

Own Email



Please update your particulars promptly whenever there are changes, so that the University can contact you when necessary. For more information, refer to the information available on the [Student Intranet](#).

You may update changes to your personal particulars via the [Change of Personal Particulars Portal](#).

| Your Short Leave Application History |                           |                                         |          |                                         |                                                              |
|--------------------------------------|---------------------------|-----------------------------------------|----------|-----------------------------------------|--------------------------------------------------------------|
| Date Submitted                       | Leave Period              | Reason                                  | Status   | Remarks                                 | Attachments                                                  |
| 04 Aug 2026                          | 02 Feb 2026 - 31 Mar 2026 | Test                                    | Pending  | Testing                                 | <a href="#">Attachment 1</a>                                 |
| 04 Aug 2026                          | 09 Mar 2026 - 10 Mar 2026 |                                         | Pending  | Changes for UAT                         | <a href="#">Attachment 1</a>                                 |
| 23 Jun 2026                          | 15 May 2026 - 15 May 2026 | This is the correct space to type this. | Rejected | Overseas to attend funeral of relative. | <a href="#">Attachment 1</a>                                 |
| 23 Jun 2026                          | 05 May 2026 - 07 May 2026 | Input OTHERS REASON                     | Approved | Attending competition at SEA Games 2026 | <a href="#">Attachment 1</a><br><a href="#">Attachment 2</a> |
| 23 Jun 2026                          | 01 Apr 2026 - 02 Apr 2026 |                                         | Rejected |                                         | <a href="#">Attachment 1</a>                                 |
| 23 Jun 2026                          | 02 Mar 2026 - 03 Mar 2026 |                                         | Approved |                                         | <a href="#">Attachment 1</a>                                 |
| 15 May 2026                          | 27 Jan 2026 - 27 Jan 2026 |                                         | Rejected | Student Union Meeting with Vice Provost | <a href="#">Attachment 1</a>                                 |
| 15 May 2026                          | 20 Jan 2026 - 20 Jan 2026 |                                         | Verified |                                         | <a href="#">Attachment 1</a>                                 |
| 15 May 2026                          | 12 Feb 2026 - 12 Feb 2026 |                                         | Approved |                                         | <a href="#">Attachment 1</a>                                 |
| 22 Apr 2026                          | 10 Apr 2026 - 10 Apr 2026 |                                         | Approved |                                         | <a href="#">Attachment 1</a>                                 |
| 22 Apr 2026                          | 09 Apr 2026 - 09 Apr 2026 |                                         | Approved |                                         | <a href="#">Attachment 1</a><br><a href="#">Attachment 2</a> |
| 10 Apr 2026                          | 01 Apr 2026 - 03 Apr 2026 | TCM MEDICAL APPOINTMENT                 | Approved |                                         | <a href="#">Attachment 1</a>                                 |
| 08 Apr 2026                          | 14 Apr 2026 - 14 Apr 2026 |                                         | Rejected | MEDICAL APPOINTMENT                     | <a href="#">Attachment 1</a>                                 |
| 08 Apr 2026                          | 03 Feb 2026 - 10 Feb 2026 |                                         | Rejected | Participating in Olympics               | <a href="#">Attachment 1</a>                                 |
| 07 Apr 2026                          | 23 Mar 2026 - 06 Apr 2026 |                                         | Approved |                                         | <a href="#">Attachment 1</a>                                 |
| Submit a New Application             |                           |                                         |          |                                         |                                                              |



Short Period of Leave of Absence during the Semester

|                                                                                                                                                                                                                                                  |                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Name                                                                                                                                                                                                                                             | <div></div>                                                                   |
| Matric                                                                                                                                                                                                                                           | <div></div>                                                                   |
| Programme                                                                                                                                                                                                                                        | Business                                                                      |
| Student Type                                                                                                                                                                                                                                     | Full Time                                                                     |
| Start Date of Short Leave (DD-MON-YYYY)                                                                                                                                                                                                          | <div></div> <div>Select</div>                                                 |
| End Date of Short Leave (DD-MON-YYYY)                                                                                                                                                                                                            | <div></div> <div>Select</div>                                                 |
| Time (HH:MI)                                                                                                                                                                                                                                     | Start <div></div> End <div></div> (blank for the full day)                    |
| Type of Leave                                                                                                                                                                                                                                    | MEDICAL LEAVE <div></div>                                                     |
| Reason (for 'Others' Category)                                                                                                                                                                                                                   | <div></div>                                                                   |
| Clinic Name                                                                                                                                                                                                                                      | <div></div>                                                                   |
| <div><input type="checkbox"/> I confirm that the Medical Certificate (MC) is issued in Singapore by a medical practitioner registered with the Singapore Medical Council or a dental officer registered with the Singapore Dental Council.</div> |                                                                               |
| Remarks                                                                                                                                                                                                                                          | <div></div>                                                                   |
| Relationship to Deceased                                                                                                                                                                                                                         | <div></div>                                                                   |
| Other Countries Visited During Leave                                                                                                                                                                                                             | <div></div> (blank if you did not leave Singapore during short leave period.) |
| <div>Next</div>                                                                                                                                                                                                                                  |                                                                               |

Short Period of Leave of Absence during the Semester

Name

Matric No

Programme

Student Type

Type of Leave

Remarks

Business

Full Time

MEDICAL LEAVE

Period of Short Leave

Start Date

End Date

06-APRIL -2026

09-APRIL -2026

2025-2026 Semester 2

| Course | Course Dept | Title                         | AU | Course Type           | GER Type | Index Number | Class Type | Group | Day | Time      | Venue      | Remark        |
|--------|-------------|-------------------------------|----|-----------------------|----------|--------------|------------|-------|-----|-----------|------------|---------------|
| BC3412 | BUS         | BUSINESS ANALYTICS CONSULTING | 3  | PRESCRIBED            |          | 00611        | SEM        | 1     | W   | 0930-1220 | //ABS-SR11 | Teaching Wk12 |
| BM3508 | BUS         | MARKETING STRATEGY            | 3  | UNRESTRICTED ELECTIVE |          | 00768        | SEM        | 1     | T   | 1430-1720 | S4-SR23    | Teaching Wk12 |
| BM3509 | BUS         | STRATEGIC BRAND MANAGEMENT    | 3  | UNRESTRICTED ELECTIVE |          | 00775        | SEM        | 1     | TH  | 0930-1220 | ABS-SR12   | Teaching Wk12 |
| SS5103 | SSM         | SQUASH                        | 3  | UNRESTRICTED ELECTIVE |          | 68107        | TUT        | 1     | T   | 1130-1420 | NIE5-B1-09 | Teaching Wk12 |

Upload supporting document(s)

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Please ensure that you retain the original Medical Certificate (MC) for one year from the issued date for verification by the School/Dept if required.

Submit