

National Taiwan University Student General Leave Request Form

____/____/____
(MM/DD/YYYY)

Student ID No.		Name		Academic Program	Department / Graduate Institute of _____ Year of Study: _____
Gender		Type of Leave	_____ leave	Supporting Documents	
Start and End Time	From ____/____/____, ____:____			Total	Day(s)
	To ____/____/____, ____:____ (MM/DD/YYYY, HH:MM)				Hour(s)
Reason for Leave				Course	
Review Comments	Instructor				
	Head of Academic Program				
Approval and Instructions					

This copy is to be retained by the academic program

General Leave Request (seal of the academic program is required for approval)

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Gender		Type of Leave	_____ leave		
Start and End Time	From ____/____/____, ____:____			Total	Day(s)
	To ____/____/____, ____:____ (MM/DD/YYYY, HH:MM)				Hour(s)
Reason for Leave				Course	

The student shall submit this copy to the instructor for reference

This notice is to inform that the request for leave during the time listed above has been approved.

Sincerely,

(Please add the seal of the academic program)

Notes:

1. The student shall submit their leave request in person and present their student ID card when doing so. Any agent authorized by the student to handle leave requests in the latter's stead shall

also present identification. Late leave requests may be submitted within seven days after the starting date of the absence; however, a written explanation for the late submission is required.

- 2. All leave requests require approval from the student's instructor(s). Requests for leave of 3 days or more require approval from the head of the student's academic program. Requests for leave of 15 days or more require approval from the Vice President for Student Affairs.**
- 3. This form may not be used to request leave during midterm and final examinations.**