National Taiwan University
Student Official Leave Request Form

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

Student ID No.		Name		Academic Program	Department / Graduate Institute of __ _____ Year of Study:
Start and End Time	From ____/_____/_____, ____:____ To ____/_____/_____, ____:____ (MM/DD/YYYY, HH:MM)			Total	Day(s) Hour(s)
Reason for Leave				Supporting Documents	
Review Comments				Sponsoring Unit	

Notes

1. The student may be granted official leave if they meet any of the following criteria, as stipulated in Article 7 of the *Regulations Governing Student Leave Requests*:
   (1) The student has been selected as a representative to participate in an international activity and can present supporting documents issued by the government or other relevant organization(s).
   (2) The student has been selected as a representative of NTU to participate in an extracurricular activity and can present supporting documents issued by the relevant unit(s).
   (3) The student has been selected by NTU to engage in an official duty and can present supporting documents issued by the head of an NTU unit holding the position of director or higher.
   (4) The student is required to attend to military service duties and can present supporting documents from the military service authorities.
   (5) The student is of indigenous identity and is required to attend any of the seasonal rituals/ceremonies practiced by their indigenous group, as promulgated by the Council of Indigenous Peoples, Executive Yuan. The student is eligible to request a one-day leave and shall present a transcript of their household registration, their household certificate, or other government-issued document supporting their indigenous identity.
   (6) The student is legally obligated to testify in court or appear in court as a criminal defendant and can present supporting documents issued by the competent authorities.
   (7) The student is to participate in any other extracurricular activity and can present supporting documents issued by the organizer and approved by the head of any NTU top-level unit.

2. To request official leave, fill out the Student General Leave Request Form and submit together with this Official Leave Request Form. If requesting official leave for a group of students, please fill out the list below.

List of Students Requesting Official Leave

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

Academic Program and Year of Study	Student ID No.	Name	Academic Program and Year of Study	Student ID No.	Name