



APPLICATION FOR LEAVE OF ABSENCE

(WEEK 1 UNTIL WEEK 12)

FEE OF RM50.00

SECTION A (STUDENT INFORMATION - TO BE FILLED IN BY THE STUDENT)

NAME : _____
 MATRIC NO. : _____ TELEPHONE NO. : _____ EMAIL : _____
 MAJOR / PROGRAMME : _____
 NATIONALITY : _____ PARENT'S CONTACT NO. : _____ ROOM / MAHALLAH : _____
 POSTAL ADDRESS : _____
 (WHILE ABSENCE) _____

SECTION B (REGISTRATION INFORMATION - TO BE FILLED IN BY THE STUDENT)

CLASSES REGISTERED IN THE SEMESTER APPLIED FOR LEAVE OF ABSENCE:

NO	COURSE CODE	COURSE TITLE	SECTION	LECTURER'S NAME

IMPORTANT NOTE: ATTACH ADDITIONAL DOCUMENT(S) TO SUPPORT YOUR APPLICATION. THIS FORM WILL NOT BE PROCESSED WITHOUT THE SUPPORTING DOCUMENT(S).

REASON(S) FOR LEAVE OF ABSENCE (Please tick (√) whichever relevant)

MEDICAL (PLEASE STATE) : _____
 OTHER (PLEASE STATE) : _____

HAVE YOU APPLIED FOR LEAVE OF ABSENCE BEFORE? (YES / NO)

IF YES, PLEASE STATE THE REASON AND THE PERIOD GRANTED : _____

SECTION C (DECLARATION BY THE STUDENT)

STUDENT'S SIGNATURE : _____ DATE : _____

SECTION D (APPROVAL BY THE DEAN)

APPROVED		SIGNATURE & STAMP : _____ DATE : _____
NOT APPROVED		
REMARKS: _____ _____		

SECTION E (VERIFICATION BY THE KCDI ACADEMIC OFFICE)

Please Verify:

PAYMENT OF RM50.00 HAS BEEN MADE	
Receipt No.	_____

SIGNATURE & STAMP : _____
DATE : _____



INTERNATIONAL ISLAMIC UNIVERSITY OF MALAYSIA
ABDULHAMID ABUSULAYMAN
KULLIYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES
OFFICE OF THE DEPUTY DEAN (STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)

Recommendation for Application for Leave of Absence

Important note:

“A student applying for leave of absence shall continue to attend classes until approval of the application.” (SAPER, 2015)

PART I: To be completed by the applicant

Name: Matric no.:

Reason for applying Leave of Absence

.....

(To attach supporting document/s)

Semester applied for Leave of Absence: Sem. _____ Academic year: 20____ / 20____

PART II: To be completed by the Department's Academic Advisor

Comments from the Department

.....

Recommended

Not recommended

.....
Academic Advisor
(Signature and Official stamp)

.....
 Date