

APPLICATION FOR LEAVE OF ABSENCE

Semester , Session / /

Reinstatement of studies : First- RM 300 Second - RM 500 Third & onwards RM 1000

INSTRUCTIONS:

To Candidate

1. Please complete Section A. You are required to submit this form to the Deputy Dean (Postgraduate) of your Kulliyyah/Institute
2. Sponsored students who would like to apply for a leave of absence for any reason, must enclose a consent/approval letter for the leave of absence from their sponsor(s).
3. A student will not be granted a leave of absence unless the following conditions are fulfilled:
 - a. To attend class as usual and sit for any mid-term/final examinations
 - b. Students must submit the application form along with a valid air ticket or other relevant travel documents to the Kulliyyah/Institute before leaving the country. The table below outlines common reasons and the corresponding required documents.

Reasons	Supporting Documents
1. Medical problem e.g.: accidents, and any other serious health problem	Medical report certified by the IIUM Health Centre and, air ticket for International Students
2. Personal problems e.g.: family problems, marriage problems, stress	Counsellor report certified by the IIUM Counselling & Career Guidance Department or IIUM Health Centre and, air ticket for International Students
3. Work constraints	Recommendation letter from employer, air ticket and work permit for International Students

A fee of RM50.00 will be charged as an administrative fee. Please pay to Bank Muamalat (M) Berhad – IIUM Continuing Education Centre Account **(1407-0000-0107-10)** and attach copy of payment slip to this form for submission to Postgraduate Office, Kulliyyah.

Section A: Student's Information (to be filled by the student)	
Name:	Matric No
Tel no & email:	
Programme: <input type="checkbox"/> PhD <input type="checkbox"/> MASTER	
Department & Kulliyyah	
Sponsor:	
Reason:	

FOR STUDENT ON IIUM FINANCIAL LOAN

I understand that if my application is successful, my financial loan will be suspended during the approved leave of absence period.

Date: _____

Student's Signature: _____

Section B: HEAD OF DEPARTMENT / PG COORDINATOR (if relevant) Recommendation**RECOMMEND****NOT RECOMMEND**

Remarks: _____

Date: _____

Signature & Official Stamp: _____

Section C: DEPUTY DEAN (POSTGRADUATE AND RESEARCH) Approval**APPROVED****NOT APPROVED**

Remarks: _____

Date: _____

Signature & Official Stamp: _____

Important Notes:

Semester fees chargeable for leave of absence

- i- Application before semester begin - Nil
- ii- Application in the first month - 10%
- iii- Application in the second months - 40%
- iv- Application in the third months - 100%