



Asian Institute of Technology
REQUEST FOR LEAVE OF ABSENCE

PART A

Dorm and Room No:
Mail Box:

Name: ID No:

Field of Study:

Study Program: Undergraduate Diploma Master CAS Doctoral

Funding Category:

Partner's Scholarship External Support; specify donor:
Self-support Partner's Fellowship, Credits:
Institute Fellowship, Credits: Others, specify:

Type of Leave:

Sick leave Term break leave On research Personal reason
On Exchange Program Name of Institute: Place/Country:
Internship Name of Company: Place/Country:

I request permission to take leave from my studies from to

I undertake to sign my return from leave (Part B) as soon as I return to AIT.

Reasons for leave:

Address while on leave:

Student's Signature Date:

Approved by:

Advisor Date

Field of Study Coordinator Date

Status processed by: Registry Staff Date

PART B (PLEASE COME TO REGISTRY TO COMPLETE THIS PART IMMEDIATELY AFTER YOUR RETURN FROM LEAVE.)

Returned from leave on:

Signature:

Status processed by: Registry Staff Date