National University of Kaohsiung (1st or 2nd) semester of (Year)

Student ID Number	Full Name	Department/ Grade	Reason	Certificate
Date		Total Time		
To		Days	Hours	

Instructor	Departmental Chair	Consensus	Certificate

Notice

1. Print two copies, and submit to the Student Affairs Office for the seal after the instructor signs them. One remains in the office; the other should be returned to the instructor.
2. The application should be completed in person and require the student ID card. An agent could be acceptable in unavoidable situation, and he or she has to show the verification. The afterward application with supporting documents should be accomplished within five days from the date of absence.
3. Leave less than three days should be approved by the instructor; more than three days the Chairperson; more than a week Dean of Student Affairs; more than fifteen days the President.
4. The copy should be handed over to the instructor.
5. The form is not suited for absence from exams.

University Kaohsiung University Student Leave Details

Full Name	Student ID Number	Course	Date	Session	Type