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. Leave of student exams is not permitted. However, one who fails to avoid the situation should apply and provide a receipt of diagnostic examination/treatment from medical treatment unit and the verification of the legal guardians and other supporting documents. Besides, students encountering the inevitable and unable to take the exam are allowed to apply.
2. The applicant who tarries for the application due to an unusual event should let the instructor or the chair mark the reason in the optional column.
3. The form should be submitted to the Student Life Office with the approval of the instructor, the chair, and the Curriculum Division.
4. The form consists of four pages, sent orderly to the Student Life Office, the Student Affairs Office, the instructor, and the applicant.

University Kaohsiung University Student Leave Details

Full Name	Student ID Number	Course	Date	Session	Type