

## UPTP Project Office Leave Application

Email:

Application Date:

(yyyy/mm/dd)

<b>Student ID</b>	<b>Department</b>	<b>Name</b>
<b>Leaving type:</b> <input type="checkbox"/> Official affairs 公假 <input type="checkbox"/> Personal leave 事假 <input type="checkbox"/> Sick leave 病假 <input type="checkbox"/> Bereavement leave 喪假 Please state the reason why you want to take leave: _____  Destination / Country: _____  <input type="checkbox"/> I Have finished the online format  *Please attached the document to prove your leaving reason (if any) *		
<b>Absent periods:</b> From:            (YYYY)            (MM)            (DD)    to            (YYYY)            (MM)            (DD)		
<b>Please get the stamp or signature from the following admin units from 1 to 5</b>		
<b>1. Advisor 導師</b>		<b>2. Department Chairman 系主任</b>
<b>3. If you are going to be absent from <b>midterm or final exam</b>, please fill in the course name and get the course instructor signed. If not, please skip this section.</b>		
Absence of Exam Courses	Signed by the course instructor	
<b>4. Office of Academic Affairs 教務處</b> ( <b>ONLY USE</b> for Absence from Midterm/Final exam. If not, please skip this step.)	<b>5. Office of UPTP Project 臺巴計畫辦公室</b>	