

Taiwan Tech Leave Application Form during Epidemic Prevention Period

Application Date: (yyyy/mm/dd)

Student ID	Department	Name	
Leaving type: <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: _____ _____ <p style="text-align: center;">*Please attached the document to prove your leaving reason (if any) *</p>			
Absent periods: From: (YYYY) (MM) (DD) to (YYYY) (MM) (DD)			
Please get the stamp or signature from the following admin units from 1 to 5			
1. Advisor 導師		2. Department Chairman 系主任	
3. If you are going to be absent from <u>midterm or final exam</u>, please fill in the course name and get the course instructor signed. If not, please skip this section.			
Absence of Exam Courses		Signed by the course instructor	
4. Office of Academic Affairs 教務處 (ONLY USE for Absence from Midterm/Final exam. If not, please skip this step.)		5. Office of International Affairs 國際事務處	