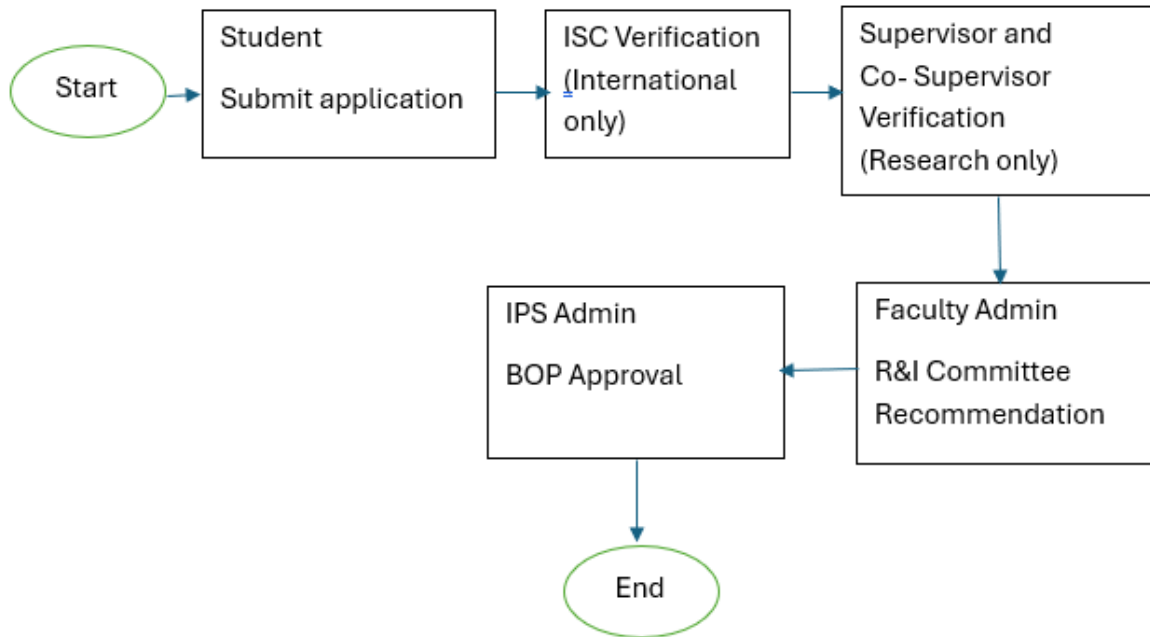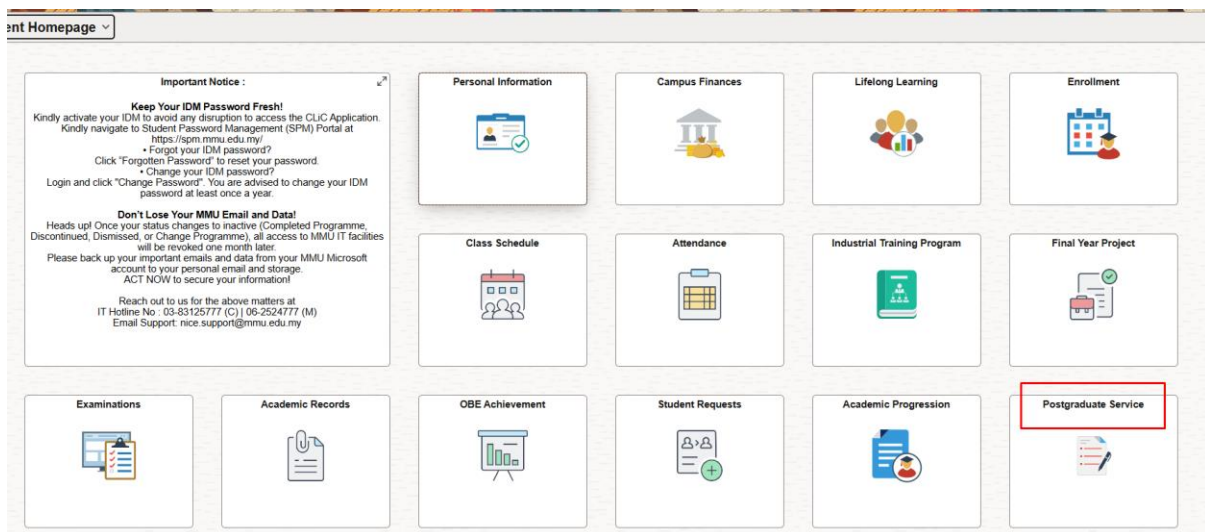# Application for Leave of Absence (LOA)– PG Students



**Student Application:**

1. Login as Student click on Postgraduate Service Tile & Apply for LOA link



2. When LOA period is opened then the Apply button will be enabled.

3. Click on Apply Leave button

4. Click on Apply button



5. Select Duration, Date From, Date To, fill up reason for LOA and fill up Remark.
6. For **Research Students**: Please input Leave Duration in months



7. Click on Leave Duration prompt button to select duration
8. For Course Work students: Please input Leave Duration in Term

**Part B: Trimester for Leave of Absence (LOA)**

Trimester From 2430  Trimester October/November2024

*Trimester To

*Reason For LOA

Remarks

**Maximum THREE trimester will appear including current Tri (duration of 1 year in future)**

9. Select a Term/Duration accordingly.
10. For international students only, upload **Prenotification of LOA**, this document is mandatory, For locals, it's optional



Remarks  asd

Please attach ISC Recommendation under document type Prenotification of LOA (Part D).

OK

Part C: Subject(s) Registered for Current Trimester

| Course | Course Description |
| --- | --- |

Part D: Document Uploads

| List of documents to be upload | Attached File | Add Attachment | View Attachme |
| --- | --- | --- | --- |
| Prenotification of LOA | | Add Attachment | View Attachme |
| Sponsor Approval | | Add Attachment | View Attachme |

hereby agree with the conditions of the letter and will abide by them. I shall be solely responsible for my future undertakings, as a result of my decision for Leave of Absence.

Submit    Return

11. Upload document and check the declaration box and submit



Status  Active in Program

Email Sent Successfully.

OK

Total App

Outstanding Fees  0

12. Click on Submit
13. Email notifications are sent to respective parties.

    **IF international – ISC will be notified**

    **IF Local – For research students, Supervisor and Co Supervisor will be notified**

    **For coursework student, Faculty Admin will be notified**

14. Below is student dashboard after application submitted.

**Important Note:**
International students are required to consult the **International Student Centre (ISC)** before applying for the LOA. ISC Is required to provide a 'Pre-Notification of LOA' to faculty upon LOA approval from ISC. Verification by Counsellor and Finance is not required.

**Leave Request Summary**

| | Application Number ⇅ | Application Term ⇅ | Request Date ⇅ | From ⇅ | To ⇅ | Application Status ⇅ | View Application ⇅ |
|---|---|---|---|---|---|---|---|
| 1 | LOA243000017 | Trimester October/November2024 | 19/11/2024 | 18/11/2024 | 16/04/2025 | Submitted | View Application |

**Notice**
Your LOA application is under review. Please monitor your campus email for updates.

Apply Leave of Absence Request

====================THE END======================