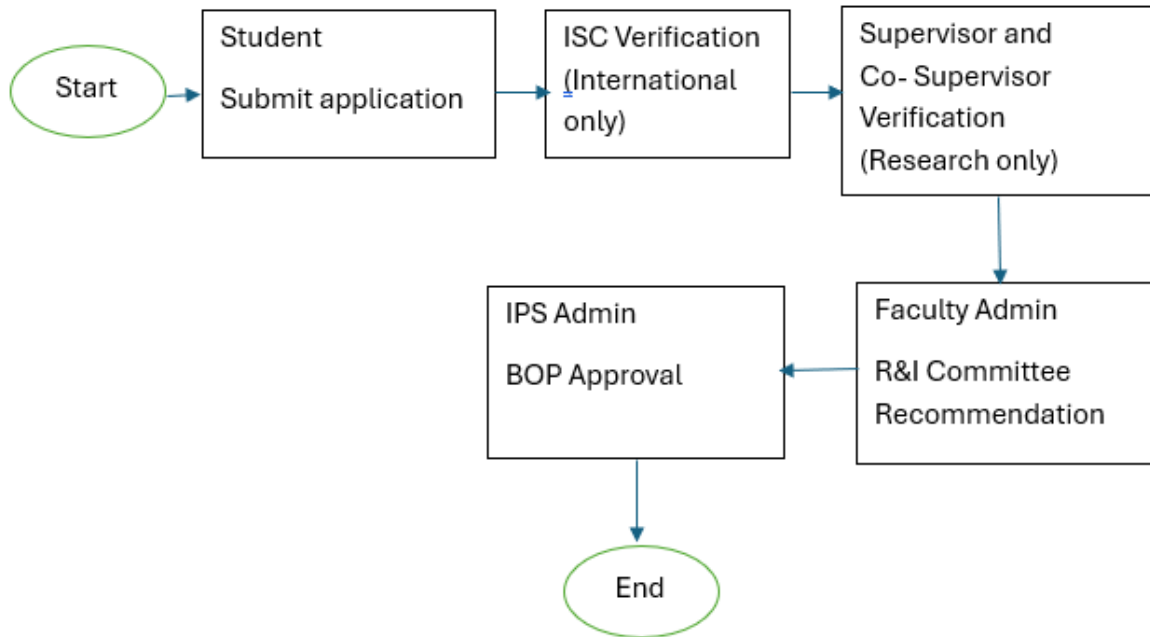
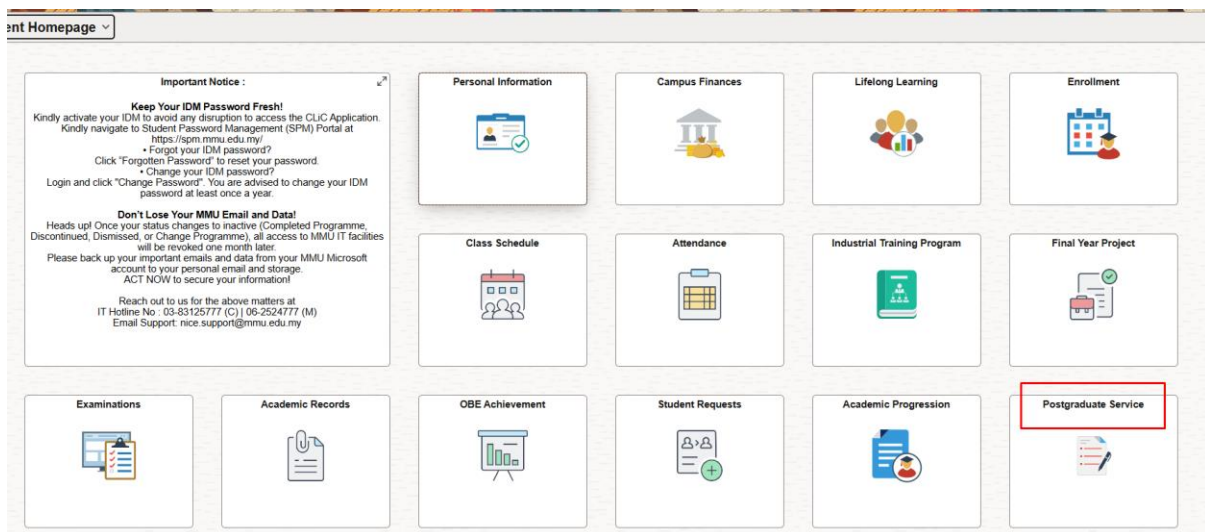


# Application for Leave of Absence (LOA)– PG Students



## 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

Important Notice: will appear only for International Students

The screenshot shows the 'Postgraduate Service' portal. On the left is a navigation menu with options like 'PPM Registration', 'RPD Application', and 'Apply for Leave of Absence'. The main content area features an 'Important Note' for international students, a 'Leave Request Summary' table with one entry, and a prominent 'Apply Leave of Absence Request' button.

### 4. Click on Apply button

This screenshot shows the application form with sections: 'Part B: Trimester for Leave of Absence (LOA)' with fields for duration, dates, and reason; 'Part C: Subject(s) Registered for Current Trimester' with a table; and 'Part D: Document Uploads' with a table of attachments. At the bottom, there is a checkbox for terms and conditions and 'Submit'/'Return' buttons.

### 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

This screenshot shows the same LOA form as above, but with a red highlight on the 'Leave Duration' field and a white error message box that says 'Highlighted field is required.' with an 'OK' button.

### 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

Part C: Subject(s) Registered for Current Trimester

Course	Course Description
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Part D: Document Uploads

List of documents to be upload	Attached File	Add Attachment	View Attachment
Prenotification of LOA		<input type="button" value="Add Attachment"/>	<input type="button" value="View Attachment"/>
Sponsor Approval		<input type="button" value="Add Attachment"/>	<input type="button" value="View Attachment"/>

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.

11. Upload document and check the declaration box and submit

Status Active in Program

Email Sent Successfully.

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**

	<b>Application Number</b> ↑↓	<b>Application Term</b> ↑↓	<b>Request Date</b> ↑↓	<b>From</b> ↑↓	<b>To</b> ↑↓	<b>Application Status</b> ↑↓	<b>View Application</b> ↑↓
1	LQA243000017	Trimester October/November2024	19/11/2024	18/11/2024	18/04/2025	Submitted	<a href="#">View Application</a>

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

[Apply Leave of Absence Request](#)

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