

### Taiwan Tech Leave Application Form during Epidemic Prevention Period

Application Date: (yyyy/mm/dd)

Student ID	Department	Name
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Leaving type:

Official affairs 公假     Personal leave 事假     Sick leave 病假     Bereavement leave 喪假

Please state the reason why you want to take leave: \_\_\_\_\_

\_\_\_\_\_

\*Please attached the document to prove your leaving reason (if any) \*

Absent periods	Total absent periods:	Month(s)	Day(s)
From : (YYYY) (MM) (DD)			
To : (YYYY) (MM) (DD)			

Please get the stamp or signature from the following unit from 1 to 6

1. Advisor 導師	2. Department Chairman 系主任	3. Office of International Affairs 國際事務處	4. Section Chief of Discipline 生輔組長
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Are there any exams while being absence?

No exam     Exam     Midterm/Final Exam

If you are going to be absent from **midterm or final exam**, please fill in the course name and get the course instructor signed:

Absence of Exam Courses	Signed by the course instructor

5. Office of Academic Affairs 教務處 <b>(ONLY USE for Absence from Midterm/Final exam 學期考試請假)</b>	6. Dean Of Student Affairs 學務長          <p style="text-align: right;">3天內由系生活輔導老師代判 3~7天由生輔組長代判 7天以上由學務長判</p>
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Note: The absent is authorized by course teacher, OSA only provide the administrative process.

(Part B) Kept by student

Student ID		Name	Type	Proof 學務處蓋章證明
Department		Reason	<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	
Absent periods			Absence of Exam Courses	Hours
From	(Y/M/D)			
To	(Y/M/D)			
Total	Days			
<input type="checkbox"/> No exam <input type="checkbox"/> Exam <input type="checkbox"/> Midterm/Final Exam				

Note: The absent is authorized by course teacher, OSA only provide the administrative process.