



For ID.68 onwards

**1. STUDENT INFORMATION**

Name:	Student ID. No.:
Major:	Mobile No.:
Email:	

I would like to take a leave of absence as following details;

Duration of leave	<input type="checkbox"/> The 1st Trimester	<input type="checkbox"/> The 2nd Trimester	<input type="checkbox"/> The 3rd Trimester	of Academic Year 20__ - 20__
	<input type="checkbox"/> The 1st Trimester	<input type="checkbox"/> The 2nd Trimester	<input type="checkbox"/> The 3rd Trimester	of Academic Year 20__ - 20__

Reason for request: <i>(Please specify)</i>	<p>.....</p> <p>.....</p>
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**Note:** 1) Student can request to take a leave of absence for a maximum of one academic year to maintain their MUIC student status.  
 2) The period of taking a leave of absence is also counted towards the total study time. (Except for the students who were being conscripted into the army or military service and exchange student)  
 3) The request for the leave of absence will be effective only after at least one trimester, with CUM-GPA of 2.00 or above.  
 4) Once the students would like to return in order to continue their studies, they have to submit the re-admission request form to the Registrar Unit, OAA, at least one week before the registration day.  
 5) If students cannot submit the form in person, they must authorize a representative to submit the form.  
 6) **International students on Leave of Absence who hold a student visa are responsible for ensuring their visa status complies with immigration regulations during the leave period while staying in Thailand.**

STUDENT	GUARDIAN
I have read and acknowledged the above information, and I confirm that I would like to take leave of absence from Mahidol University International College.  <div style="text-align: center;">             _____  <b>Student</b>              ...../...../.....           </div>	I have acknowledged the leave of absence request of the student. *Relationship to student .....  <div style="text-align: center;">             _____  <b>Guardian</b>              ...../...../.....           </div>

**2. DIVISION**

_____ <b>Authorized person from the Curriculum Committee</b> ...../...../.....	_____ <b>Divisional Chairman</b> ...../...../.....
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**3. REGISTRAR UNIT**

<p><b>For students who have completed registration</b></p> <input type="checkbox"/> 1,000 Baht fee for students who have completed registration (paid status) <p><b>For students who have not completed the registration</b></p> <input type="checkbox"/> 25,000 Baht fee for students who have not registered for courses or have registered courses with unpaid status (1,000 Baht for student status maintenance and 24,000 Baht for Education Service fee)	Verified by  _____ <b>Registrar Unit</b> ...../...../.....
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**REMARK**

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