**APPLICATION FOR ACADEMIC LEAVE**

To: The Honorable Dean of

Faculty of Social and Political Sciences

Universitas Diponegoro Semarang

The undersigned:

Name : ………………………………………………………..…

NIM / Intake : …………………………………………………….......

Semester : ………………………………………………………….

Number of Credits / GPA : ………………………………………………………….

Study Program/Level/Path : ………………………………………………………….

Have / have not been on leave : ………………………………………………………….

Length of leave applied for : ………………………………………………………….

Phone No. : ………………………………………………………….

 ………………………………………………………….

Apply for academic leave

In Semester/Academic Year : ………………………………………………………

Reasons for Academic Leave : w Work Childbirth

 Tuition Fee Sick

Want to take a break

Late Registration

…………………….

Family

For your consideration, I enclose:

1. Copy of the last tuition payment slip
2. Copy of valid KTM (Student Card)
3. Academic transcript
4. Other relevant statements (Medical Certificate, Certificate of Employment, etc.)

Thank you for your attention

Acknowledged / Approve Semarang, ……………………

Academic Adviser Yours faithfully,

………………………………… …………………………………

NIP.

CC:

1. Head of Department / Study Program
2. Academic Adviser

Remarks: Reasons for working, family, disaster, sick parents, sick children, etc

 Must include a statement letter.