



Name Ms./ Mr. _____ Student ID No. _____

Major _____ Mobile No. _____ Email: _____

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) Please be informed that 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 fill in the re-admission requested form at 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 do so at Registrar Unit: OAA, 3rd floor, Aditayathorn Building.

1. STUDENT

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

Duration of leave

- For: The 1st Trimester The 2nd Trimester The 3rd Trimester of Academic Year 20__ - 20__
- The 1st Trimester The 2nd Trimester The 3rd Trimester of Academic Year 20__ - 20__

Reason for request:

I have read and acknowledge the above information, and I confirm that I would like to take leave of absence from Mahidol University International College.

Student
...../...../.....

I have acknowledged the leave of absence request of the student.

*Relationship to student

Guardian
...../...../.....

2. DIVISION

Authorized person from the Curriculum Committee

...../...../.....

Divisional Chairman

...../...../.....

3. REGISTRAR UNIT

For student who have completed registration

- 1,000 Baht fee for student who have completed registration

For student who have not registered for courses

- 21,000 Baht fee for student who have not registered for courses
(1,000 Baht for student status maintenance and 20,000 Baht for Education Service fee)

Verified by

Registrar Unit

...../...../.....

Remark:

