



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 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.

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 students who have completed registration

☐ 1,000 Baht fee for students who have completed registration (paid status)

For students who have not completed the registration

☐ 21,000 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 20,000 Baht for Education Service fee)

Verified by

 Registrar Unit
/...../.....

Remark:

