



**UNIVERSITI KUALA LUMPUR
MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY
UniKL – MITEC**

STUDENT ABSENT FORM

NAME : _____
STUDENT ID NUMBER : _____
PHONE NUMBER : _____

PROGRAM : DQE BQE BIL
 DIL BFAME BICE

INTAKE/SEMESTER : _____

REASON FOR LEAVE APPLIED : *

Medical Leave Special Leave **Perform Hajj/Umrah
 University Activities Other ***Please state : _____

DATE OF ABSENTED : From : _____ Until _____

CODE AND SUBJECT NAME AFFECTED :

CODE SUBJECT	SUBJECT NAME	CLASS GROUP	REMARKS

APPLICANT SIGNATURE :

APPROVED/NOT APPROVED

 NAME : _____
 DATE : _____

 (SUBJECT LECTURER)
 NAME : _____
 DATE : _____

*Please submit relevant supporting document for any application for absent.
 For Special Leave (Perform Hajj/Umrah) need approval by Dean **ONLY.
 Note :
 1- Applicant need to submit a copy of approved form to Academic Services Section (AcSS) and Subject Lecturer.
 2- The Absent is **VALID** for one subject with one face to face time **ONLY**.