

TO BE ACCOMPLISHED IN TRIPLICATE (1 COPY EACH FOR STUDENT, OUR and COLLEGE)

UNIVERSITY OF THE PHILIPPINES DILIMAN

APPLICATION FOR LEAVE OF ABSENCE (LOA)

Period applied for : _____
Reason(s) : _____

Signature over Printed Name of Student

Conforme: _____
Signature of Printed Name of
Parent/Guardian
Date: _____

Student No. _____
AY _____ Course _____
Date: _____

CLEARANCE SHOULD BE OBTAINED FIRST BY THE STUDENT IN THE OFFICES MENTIONED BELOW:

	CLEARED BY:	DATE		CLEARED BY:	DATE
COLLEGE	_____	_____	SDT	_____	_____
COLLEGE LIBRARY	_____	_____	STUDENT LOAN BOARD	_____	_____
DORMITORY	_____	_____	UNIVERSITY LIBRARY	_____	_____

If LOA is availed during the second half of the semester, instructors should indicate the class standing of the student (Passing or Failing).

CLASS CODE	COURSE NO.	SECTION	CLASS STANDING	INSTRUCTOR'S SIGNATURE	DATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

STATUS

Currently Enrolled
 Not Enrolled

SCHOLASTIC STANDING

Good Standing Failing
 Warning Probation

GRANTED LEAVE OF ABSENCE EFFECTIVE _____ SEM, SY _____ until _____ SEM, SY _____.

Program Adviser
Signature over Printed Name

Department Chair
Signature over Printed Name

Director of UG/G Program
Signature over Printed Name
(if applicable)

Paid LOA fee:
O.R. No. _____
Date _____

DEAN
Signature over Printed Name

DATE

STEPS TO FOLLOW BY THE STUDENTS IN FILING LOA:

1. Secure LOA application form (in triplicate) from your college.
2. Obtain clearances from the offices mentioned in the LOA form.
3. If LOA is availed during the second half of the semester, secure the signature of your instructors and make sure that they indicate your class standing (Passing or Failing) in the space provided for in the LOA form.
4. Secure the signatures of the Program Adviser, Department Chair, Director of UG/G Program (if applicable).
5. Dean's signature.
6. Pay LOA fee of P150.00 at the Cashier's Office (2nd floor), back of PNB.
7. Submit LOA form and receipt of payment to the Admission & Registration Section of the OUR.
8. Submit one copy of the approved LOA to your college.