



SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom – Happiness

Hanoi,

LEAVE APPLICATION

To: ICT Department - University of Science and Technology of Hanoi

My name:

Date of birth:

Department: Intake:

Student ID:

Time of absence: from ... /... / 20... to ... /... / 20...

Reasons for being absent:

.....
.....
.....
.....
.....
.....

I promise to fulfill the responsibility for the course after being absent.

Thank you!

Department’s approval

(Signature with full name)

Applicant

(Signature with full name)

Note: Students shall submit this leave application to the ICT Department at last 2 days before being absent. In case of absence for health reasons, they should submit the documents certified by the hospital. This form is valid only during the dates of absence.