UNIVERSITY OF THE PHILIPPINES DILIMAN

APPLICATION FOR LEAVE OF ABSENCE (LOA)

Period applied for: 
Reason(s): 

Signature Over Printed Name of Student

Conforme: 

Signature Over Printed Name of Parent/Guardian

AY Course 

Date: 

Signature Over Printed Name of 

Date: 

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

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>CLEARED BY:</th>
<th>DATE</th>
<th>SDT</th>
<th>CLEARED BY:</th>
<th>DATE</th>
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<td>DORMITORY</td>
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If LOA is applied for during the second half of the semester, instructors should indicate the class standing of the student (Passing or Failing)

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<tr>
<th>CLASS CODE</th>
<th>COURSE NO.</th>
<th>SECTION</th>
<th>CLASS STANDING</th>
<th>INSTRUCTOR’S SIGNATURE</th>
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Status

- [ ] Currently Enrolled
- [ ] Not Enrolled

Scholastic Standing

- [ ] Good Standing
- [ ] Warning
- [ ] Failing
- [ ] Probation

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

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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 flr.), 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.