



An Application Form for Taking Leave
Office of Academic Promotion and Registration
Valaya Alongkorn Rajabhat University under the Royal Patronage

Day.....Month.....Year.....

Subject : Taking Leave
To : President / Dean

I am (Mr, Miss, Mrs) ....., student I.D. ....

Full - time Part - time O Sat - Sun O Mon - Fri at VRU main campus Bangkok campus
Srakaew campus, in the undergraduate degree of .....years, program.....,
major.....,field.....,
faculty.....telephone number.....E-mail.....

I would like to take leave for.....semester (s), that is, from semester .....year.....to semester year.....
The reason for taking leave is that .....

Sincerely yours,

.....Student's Name
(.....)
...../...../.....

Advisor's Opinion .....

.....Student's Advisor
(.....)
...../...../.....

Dean's Consideration (In case of one semester leave)

Approve Not Approve
..... Dean
(.....)
...../...../.....

Dean's Consideration (In case of more than one semester leave)

Approve Not Approve
..... Dean
(.....)
...../...../.....

President's Consideration (In case of more than one semester leave/continuous leave from the previous one)

Approve  Not Approve

..... President

(.....)

...../...../.....

- Condition** 1.Students asking for leave have to ask permission within the third week of the present semester.  
2. Approval for taking leave is under the authority of the dean.

## Steps for Taking Leave

