No. _____

Mahidol University
Faculty of Information and Communication Technology

999 Phuttamonthon 4 Road, Salaya,
Nakhon Pathom 73170 THAILAND
Tel: +66 (02) 441-0909

[ICT Program]

Request of Academic Leave form

ICT.RE- 06 : 03.11.2026

Date_____Month_____Year_____.

Dear Dean of Faculty of Information and Communication Technology,

My name is (Miss / Mr.) _____ Student ID ☐☐☐☐☐☐☐☐,

a student of the Bachelor of Science Program in Information and Communication Technology, year of study_____,
Mobile Phone _____._would like to request the following:

☐ **Leave Request :** I would like to request leave from studying from semester_____academic year _____ due to

- ○ being conscripted into or called for military service
- ○ receiving student exchange scholarship or attending a program of which the university endorsed
- ○ being sick and treated; having a medical certificate from a hospital_____
- ○ inevitable or urgent event or situation (please specify)_____

☐ **Cancellation of Leave Request :** I would like return to study for semester _____academic year _____ from taking leave from studying for semester _____academic year_____

Signature _____.

(_____)

Guardian's Consent

I, (Mrs. / Miss / Mr.)_____ a guardian of
(Miss / Mr.)_____consent to this request.

Signature _____.

(_____)

Head of the Academic Administration Office	Deputy Dean for Academic Affairs	Dean of Faculty of Information and Communication Technology
☐ Approve ☐ Not approve because _____ _____ Signature _____ (Miss Mayuret Yodkam) Date____ / _____ / _____	☐ Approve ☐ Not approve because _____ _____ Signature _____ (Asst.Prof.Dr. Thanapon Noraset) Date____ / _____ / _____	☐ Approve ☐ Not approve because _____ _____ Signature _____ (Asst.Prof.Dr. Wannarat Suntiamorntut) Date____ / _____ / _____

muictregistration

For more information, 0-2441-0909 Ext. 141, 341, 342 (Education Information Unit)