

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

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 Falling)**

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

Scholastic Standing

- Currently Enrolled     
  Not Enrolled     
  Good Standing     
  Probation  
 Warning     
  Failing

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)

\_\_\_\_\_  
**DEAN**  
Signature Over Printed Name

\_\_\_\_\_  
DATE

Paid LOA Fee \_\_\_\_\_  
 O.R. No. \_\_\_\_\_  
 DATE \_\_\_\_\_