

Notes to Students:

- Please submit the completed Notification Form to lawundergrad@nus.edu.sg (for undergraduate/ exchange students) or lawgrad@nus.edu.sg (for graduate students).
- You will be notified by email once your leave notification has been recorded. **This does not constitute official leave from NUS and you will not be entitled to special consideration or alternative arrangements during this period for these unofficial reasons.**
- Submission of any Continuous Assessment (assignments, research papers or take-home exams) during this period is still expected. Likewise, you are required to be physically present for all Sit-down Final Examinations.

A. TO BE COMPLETED BY STUDENT

Full Name: _____ **Student ID.:** _____

Contact No.: _____ **Email:** _____

Programme (please ✓ below):

- | | | | |
|---|------------------------------------|---|--|
| <input type="checkbox"/> LAW1 | <input type="checkbox"/> LAW2 | <input type="checkbox"/> LAW3 | <input type="checkbox"/> LAW4 |
| <input type="checkbox"/> GLB1 | <input type="checkbox"/> GLB2 | <input type="checkbox"/> GLB3 | <input type="checkbox"/> Incoming Exchange Student |
| <input type="checkbox"/> 3-Year JD | <input type="checkbox"/> 2-Year JD | <input type="checkbox"/> Graduate Diploma in Maritime Law & Arbitration | |
| <input type="checkbox"/> LLM without a specialisation | | <input type="checkbox"/> LLM (Asian Legal Studies) | |
| <input type="checkbox"/> LLM (Corporate & Financial Services Law) | | <input type="checkbox"/> LLM (International & Comparative Law) | |
| <input type="checkbox"/> LLM (Intellectual Property & Technology Law) | | <input type="checkbox"/> LLM (International Business Law) | |
| <input type="checkbox"/> LLM (International Arbitration & Dispute Resolution) | | <input type="checkbox"/> LLM (Maritime Law) | |

Please state your reason(s):

Date(s): From _____ Week () To _____ Week ()

(A) Classes affected by absence:

Module Code & Title	Module Convenor	Tutorial Group (if any)

(B) Continuous Assessments (CA) affected:

Module Code & Title	CA Type	Date / Due Date of CA

(C) Sit-down Final Examinations affected:

Module Code & Title	Module Convenor	Date of Exam

Signature of Student

Date

B. TO BE COMPLETED BY OFFICE OF ACADEMIC AFFAIRS

Acknowledged

Remarks: _____

Office of Academic Affairs

Date