**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

<table>
<thead>
<tr>
<th>Full Name: ____________________________</th>
<th>Student ID.: ____________________________</th>
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<tbody>
<tr>
<td>Contact No.: __________________________</td>
<td>Email: ____________________________________</td>
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**Programme (please ✓ below):**
- LAW1 ✓
- LAW2 ●
- LAW3 ●
- LAW4 ●
- GLB1 ●
- GLB2 ●
- GLB3 ●
- Incoming Exchange Student ●
- 3-Year JD ●
- 2-Year JD ●
- Graduate Diploma in Maritime Law & Arbitration ●
- LLM without a specialisation ●
- LLM (Asian Legal Studies) ●
- LLM (Corporate & Financial Services Law) ●
- LLM (International & Comparative Law) ●
- LLM (Intellectual Property & Technology Law) ●
- LLM (International Business Law) ●
- LLM (International Arbitration & Dispute Resolution) ●
- LLM (Maritime Law) ●

Please state your reason(s):

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________________________________________________________________________
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**Date(s):** From ___________________________ Week ( ___ ) To ___________________________ Week ( ___ )

(A) Classes affected by absence:

<table>
<thead>
<tr>
<th>Module Code &amp; Title</th>
<th>Module Convenor</th>
<th>Tutorial Group (if any)</th>
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</table>
(B) Continuous Assessments (CA) affected:

<table>
<thead>
<tr>
<th>Module Code &amp; Title</th>
<th>CA Type</th>
<th>Date / Due Date of CA</th>
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(C) Sit-down Final Examinations affected:

<table>
<thead>
<tr>
<th>Module Code &amp; Title</th>
<th>Module Convenor</th>
<th>Date of Exam</th>
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_________________________                         __________________
Signature of Student                             Date

B. TO BE COMPLETED BY OFFICE OF ACADEMIC AFFAIRS

☐ Acknowledged

Remarks: _______________________________________________________________________________
_____________________________________________________________________________________

_________________________                         __________________
Office of Academic Affairs                             Date