

3<sup>rd</sup> January,2023

To  
Department Head  
American International University Bangladesh

Subject: Application for Leave to Perform Umrah

Sir,

Wishing you a belated Happy New Year for 2024. I hope you are well. I am Mahfuza Farjana, ID: 22-46084-1 from CSE Department. Sir, I want to inform you that, I and my family are willing to go for performing Umrah in this year. Our flight is scheduled for 27th January 2024 at 23:55 and our returning flight is scheduled for 10th February 2024 at 13:05(Madinah Time zone) and we will land in Bangladesh on 10th February 2024 at 22:25. The spring 2023-24 semester is also slated to commence during that period. I am seeking leave for a total of 15 days, from 28th January to 11th February, to complete the Umrah and recover from the demands of this extensive journey. As a Muslim you know how important Umrah is and the necessity of it in our life. Celebrating Umrah with my parents and family is a great fortune for me. However, my academic commitments pose a challenge. As my father doesn't live in Bangladesh it's hard for us to rightly schedule the flight times and that's why my flight was scheduled at this time.

I humbly request your consideration in granting me leave for these 15 days and seek your blessings for the successful completion of Umrah. Additionally, I would appreciate your consideration regarding my academic evaluations, including attendances, quizzes, and assignments. I am willing to attend any make up quizzes which i will miss and submit assignments, but I request an extended time for the assignments due to my absence from Bangladesh during this period.

I appeal for the opportunity to fulfill this Umrah with full dedication to almighty Allah without compromising my educational commitments. For your convenience, I have attached copies of my course list and flight tickets to this application. Thank you for your understanding and consideration.

Sincerely,

Mahfuza Farjana  
ID: 22-46084-1  
Department of CSE



Lecture: 15.0  
Studio: 0

Science: 2

Computer: 2

Language: 0

Print

Registered

Lec-Com-Sci-Lan-Stu

[01259-ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEM \[D\]](#)

3 - 1 - 0 - 0 - 0

(Theory) Time: Mon 8:0 - Mon 10:0 Room: DS0503

(Lab) Time: Wed 8:0 - Wed 11:0 Room: DS0103

[01281-COMPUTER GRAPHICS \[G\]](#)

3 - 1 - 0 - 0 - 0

(Theory) Time: Tue 8:0 - Tue 10:0 Room: DS0508

(Lab) Time: Sun 8:0 - Sun 11:0 Room: DS0202

[01597-THEORY OF COMPUTATION \[K\]](#)

3 - 0 - 0 - 0 - 0

(Theory) Time: Sun 2:0 PM - Sun 3:30 PM Room: DN0909

(Theory) Time: Tue 2:0 PM - Tue 3:30 PM Room: DN0909

[01612-DATA COMMUNICATION \[J\]](#)

3 - 0 - 1 - 0 - 0

(Theory) Time: Tue 12:0 PM - Tue 2:0 PM Room: DS0604

(Lab) Time: Mon 11:0 - Mon 2:0 PM Room: DN0309

[01412-MICROPROCESSOR AND EMBEDDED SYSTEMS \[Q\]](#)

3 - 0 - 1 - 0 - 0

(Theory) Time: Tue 10:0 - Tue 12:0 PM Room: DS0506

(Lab) Time: Mon 2:0 PM - Mon 5:0 PM Room: DS0308

Admission

0.00

Tuition

82,500.00

Computer Lab

5,000.00

Science Lab

4,000.00

Language Lab

0.00

Studio

0.00

Development

10,000.00

Activity

9,000.00

Verification Fee

0.00

Miscellaneous

3,500.00

**Total**

114,000.00

**Deduction**

0.00

Prev. Balance

0.00

**Net Total**

114,000.00

**Amount Paid**

0.00

**Balance**

114,000.00