



༄༅། རྒྱལ་ཁབ་འཛིན་གཙུག་ལག་སློབ་མཁེ།  
༄༅། ཚན་རིག་དང་འཕུལ་རིག་མཐོ་རིམ་སློབ་མཁེ།  
**Royal University of Bhutan**  
**College of Science and Technology**  
Rinchending: Bhutan



Date \_\_\_\_\_

## Student Leave Application Form

### 1. Student Information

1.Name:			
2.Student Number:			
3.Programme:		4.Year & Semester:	
6.Hostel &Room No.		5.Mobile No.	
7.Guardian Mobile No.			

### 2. Leave information

(Please note: For medical leave, leave should be applied immediately within 1 day after the medical evaluation (with report, if advised). For other types, it should be applied prior to taking the leave)

2.1. Type of Leave: (a) Medical \_\_\_\_ (b) Personal \_\_\_\_ (c) Official \_\_\_\_ (d) Others \_\_\_\_

2.2. Reasons for leave  
(Please state)

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### 2.3. Leave Period

(a) From \_\_\_\_\_ (b) To \_\_\_\_\_ (c) No. of days: \_\_\_\_\_

### 3. Document copies to be attested (Please tick wherever appropriate)

- ☐ College Infirmary prescription, advising rest/referral (**Compulsory**, if applied for medical leave)
- ☐ Phuentsholing General Hospital prescriptions/report, advising rest/referral
- ☐ Medical Certificate from National Hospital, if applied for long term leave (Semester /year).
- ☐ Other documents, if any (for official/personal/ bereavement)

\_\_\_\_\_  
Applicant's Signature

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**(For Official Use only)**

4.1. Reporting Date: \_\_\_\_\_

4.2. Class attendance to be considered: From \_\_\_\_\_ To \_\_\_\_\_

4.3. Does student require additional documents to be submitted on reporting back? Yes \_\_\_\_ / No \_\_\_\_

4.4. Are all the relevant documents submitted upon return? Yes \_\_\_\_ / No \_\_\_\_ (If yes, Student Record Officer to file documents verified by DSA. If no, leave to be withdrawn and informed to heads)

\_\_\_\_\_  
Dean, Student Affairs

\_\_\_\_\_  
Student Service Officer  
(For personal/overnight leave)