|  |
| --- |
| **Formulir Permohonan Izin Cuti Akademik** |
| ***Academic Leave Form*** |

**Yth. Wakil Dekan Bidang Pendidikan, Penelitian dan Kemahasiswaan**

Fakultas MIPA Universitas Indonesia, Kampus UI Depok

***Dear Vice Dean for Education, Research and Student Affairs***

*Faculty of Mathematics and Natural Sciences Universitas Indonesia, Kampus UI Depok*

Yang bertanda tangan di bawah ini :

*The undersigned below:*

|  |  |  |  |
| --- | --- | --- | --- |
| Nama  *Name* |  | : | ………………………………………………………………………………………… |
| NPM  *Student ID Number* |  | : | ………………………………………………………………………………………… |
| Departemen  *Department* |  | : | ………………………………………………………………………………………… |
| Program Studi  *Study Program* |  | : | S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio /Geo/ Kel / Bahan / Medis / Geologi  / Geofisika / Stat / Akt.  *Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar / Material / Medical / Geology / Geophysics / Stat / Act.* |
| No. Telp/HP  *Phone Number* |  | : | ………………………………………………………………………………………… |
| Alamat Email  *Email Address* |  | : | ………………………………………………………………………………… |

Bersama ini mengajukan permohonan Cuti Akademik pada semester ………………………………...

tahun akademik………..…………………………………………………………………………………

karena……………………………………………………………………………………………….…..

*Hereby apply for academic leave in semester……………………………………………………………. academic year……………………………………………………………………………………………………….. because………………………………………………………………………………………………………………*

Sebagai bahan pertimbangan kami lampirkan bukti-bukti yang diperlukan.

1. Print Out Surat Pengajuan Cuti dari SIAK NG
2. Print Out pembayaran BOP dari SIAK NG
3. Print Out Status Akademis dari SIAK NG

*For consideration, we attach the necessary evidence:*

1. *Print Out Letter of Academic Leave from SIAK NG*
2. *Print Out BOP payment from SIAK NG*
3. *Print Out Academic Status from SIAK NG*

Demikian surat permohonan ini saya buat dengan sesungguhnya. Atas perhatian dan bantuan Bapak, saya mengucapkan terima kasih.

*Thus this request letter I make with real. For your attention and assistance, I say thank you.*

Depok,……………….20 …

|  |  |
| --- | --- |
| Menyetujui,  Pembimbing Akademik,  *Approving,*  *Academic Advisor*  (……………………………….)  NIP.  *Employee ID Number* | Hormat saya,  *Yours faithfully,*  (……………………………….)  NPM.:  *Student ID Number* |

|  |  |
| --- | --- |
| Mengetahui,  Manager Pendidikan FMIPA UI  *Knowing,*  *Manager of Education FMIPA UI*  Rika Tri Yunarti, S.Si., M.Eng., Ph.D.  NUP. 030903195  *Employee ID Number* | Menyetujui,  Ketua Dept./Ketua Program Studi  *Approving,*  *Head of Dept./Head of Study Program*    (……………………………….)  NIP.  *Employee ID Number* |

|  |
| --- |
| **Catatan:**   * Pengajuan surat permohonan harus ditandatangani asli ( bukan fotocopy) oleh Kadep/Kaprodi dan distempel Departemen |
| ***Notes:***   * *The application letter must be signed in original (not photocopy) by Head of Dept./Head of Study Programr and stamped by the Department* |