



**Registrar’s Office/Administrative Services Center**

Chyngyz Shamshiev \_\_\_\_\_  
Vice President/ Chief Operating Officer

Chynarkul Ryskulova \_\_\_\_\_  
Vice President for Academic Affairs

**Application for Academic Leave**

I request academic leave for the period **from** “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_ to “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_ **due to** (please circle the appropriate number):

1. Family related circumstances      2. Financial difficulties      3. Study abroad      4. Health problems      5. Maternity leave
6. Other reasons (please specify the reason below)

**Initiator:**

№	Student’s Name	Student’s ID	Department	Year of study	Signature	Date
1.						

**Approved by:**

№	Name	Position	Signature	Date
1.		Head of Division/Program Chair		
2.		Head of Registrar’s Office (110)		
3.		Senior Accountant (T15)		
4.		Head of Financial Aid office (237)*		
5.		Head of International Students Office (221)		
6.		Head of Administrative Services Center (234)		

\*Only for Undergraduate students

**Received by:**

№	Name	Position	Signature	Date
1.		Administrative Services Center (234)		