



KIU-Department of Examinations Application Form for Absenteeism

Filled by Candidate				
Examination No		Name of the Student		
Details of Absence	<i>Date/s of absence</i>	<i>CA/FE</i>	<i>Name of Exams/Module/Assessment</i>	<i>Name of the Candidate</i>
Signature of the Supervisor & Date				

Personal Information: Filled by Examination Candidate	
Full Name	
Degree Program	
Batch / Group	
Student No.	NIC No./Passport No
Email Address	
Contact Nos.	
Reason for Absence:	

Student Declaration
 I confirm that I have read and understand the Student Guides and that the information given in this form is true and factually correct. I confirm that this information may be disclosed where necessary, to academic and administrative staff of the University involved in determining my grades. I understand that this form refers to modules taken in the current semester only.

Signature of Student		Date:	
Attached Supporting Evidence	1. Medical Reports: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	2. Other Documents: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	3.		
	4.		

Office Use:

Name of the Official Collected information	
Designation	
Signature	
Date	

Submitted for approval: Approved/Approved with conditions/Not Approved -

Remarks	
Name of the Medical Officer	
Signature of the Medical Officer	
Date Approved/Not Approved	
Name of the Registrar	
Signature of the Registrar	
Date Approved/Not Approved	