Admission and Registration Office

**Request For Absence Excuse from Lectures**

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| **Please accept my excuse for not attending the lectures in the following courses:** | | |
| **Course Name** | **Course code** | **Instructor’s name** |
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| **Absence from** |  |
| **Absence to** |  |
| **Reasons** | □ Illness (Medical report attached)  □ Other reasons: |

|  |  |
| --- | --- |
| **Name** |  |
| **Student ID** |  |
| **Concentration** |  |
| **Semester & Academic year** |  |
| **Date** |  |
| **Signature** |  |

**For Official use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Admission & Registration** | | | |
|  | Decision | Signature | Date |
| **Director of Admission & Registration** | □ Approved □ Rejected |  |  |

REMARKS: THE DOCUMENTS WILL BE GIVEN ONLY TO THE CONCERNED STUDENT