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**

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

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