


# STUDY LEAVE



## NEW APPLICATION

- Study Leave Application Form (3 copies)
- Endorsement of Principal & Board of Management
- Acceptance Letter
- Program Sequence
- Transcript (if already attending)

## EXTENSION

- Letter from teacher
- Letter from Managing Authority
- Letter from Institution 
- Program Sequence
- Transcript

## NOTE:

1. **ALL copied documents must be certified.**
2. **ALL documents in foreign languages must be accompanied by official English translation.**