

## Request an Absence

### Absence from a class

#### Procedures :

1. Students can request for (T.95) form at Registration Office, The Center for Educational Services in Classroom Building Complex 2 or print the form out at <http://reg.sut.ac.th>, select “Download forms”, then choose ‘Request an absence from a class (T.95)’ under Form for Students section.
2. Complete and sign the form, also attach evidence (if possible) and reasons why you need to be absence then, present to professors of the courses for conderation.

### Absence during examination

#### Procedures :

1. Student can request for (T.95/1) form at Registration Office, The Center for Educational Services in Classroom Building Complex 2 or print the form out at <http://reg.sut.ac.th>, select “Download forms”, then choose ‘Request an absence during examination (T.95/1)’ under Form for Students section.
2. Complete and sign the form, also attach the evidence and state reason of absence, then present to advisor, professor, and Chair of School for consideration and signatures.
3. Hand the photo-copied of the completed form with signatures to the professors of the courses that you will be absented. While the original file should be handed to Registration Office.

#### Remarks :

- 1) Health-concerned absence: attach the medical certificate from university’s hospital or guaranteed hospitals
- 2) Necessary absence: attach evidence for consideration, for example, a document stated the examination for military service