Office of the Associate Dean for Mentoring Academic Progress and Advancement

GRADUATE OFFICE

RETURN FROM ABSENCE WITHOUT LEAVE (AWOL) *

Date: _____

DR. LAURA T. DAVID
Acting Dean, College of Science

Thru Channels:

Dear Dean David,

This is to request to return from Absence without Leave (AWOL). (Please state your reason below.)

_____

_____

Respectfully yours,

_____	_____	_____
Signature over Printed Name	Degree Program	Student Number

Endorsed by:

_____
Program Adviser

Recommending Approval:

_____
Director / Program Coordinator

Recommending Approval:

_____
GIL M. PENULIAR, PhD
Associate Dean for Mentoring
Academic Progress and Advancement

Approved:

_____
LAURA T. DAVID, PhD
Acting Dean, College of Science

Instructions: *Accomplish the form, Student Directory (to be issued by the Graduate Office), and updated Program of Study (1 original and 1 photocopy) (to be issued by your respective unit).* * ***NOTE*** *that if the student was on AWOL for a year, a medical certificate is required. If certificate is issued other than by the University Health Service, please present said certificate to the Graduate Office Staff, who will provide the request of issuance of medical certificate to the University Health Service. For endorsement and recommending approval of the unit concerned. Submit to the Graduate Office for signature of the ADMAPA and approval of the Dean. After the form has been signed, Graduate Office Staff will issue a request for University Admission Slip (UAS). Pay Php 225.00 AWOL fee at the U.P. Cashier's Office and proceed to the Office of the University Registrar for issuance of UAS together with the medical certificate. Return the UAS, Student Directory and Program of Study to the Graduate Office, then update your profile. Proceed to the unit for enlistment.*