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| **Formulir Permohonan Izin Cuti Akademik** |
| ***Academic Leave Form*** |

**Yth. Wakil Dekan Bidang Pendidikan, Penelitian dan Kemahasiswaan**

Fakultas MIPA Universitas Indonesia, Kampus UI Depok

***To: Vice Dean for Education, Research and Student Affairs***

*Faculty of Mathematics and Natural Sciences Universitas Indonesia, Kampus UI Depok*

Yang bertanda tangan di bawah ini :

*The undersigned below:*

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| Nama*Name* |  | : | ………………………………………………………………………………………… |
| NPM*Student ID Number* |  | : | ………………………………………………………………………………………… |
| Departemen*Department* |  | : | ………………………………………………………………………………………… |
| Program Studi*Study Program* |  | : | S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio /Geo/ Kel / Bahan / Medis / Geologi / Geofisika / Stat / Akt.*Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar / Material / Medical / Geology / Geophysics / Stat / Act.* |
| No. Telp/HP*Phone Number* |  | : | ………………………………………………………………………………………… |
| Alamat Email*Email Address* |  | : | ………………………………………………………………………………… |

Bersama ini mengajukan permohonan Cuti Akademik pada semester ………………………………...

tahun akademik………..…………………………………………………………………………………

karena……………………………………………………………………………………………….…..

*Hereby apply for academic leave in semester……………………………………………………………. academic year……………………………………………………………………………………………………….. because………………………………………………………………………………………………………………*

Sebagai bahan pertimbangan kami lampirkan bukti-bukti yang diperlukan.

1. Print Out Surat Pengajuan Cuti dari SIAK NG
2. Print Out pembayaran BOP dari SIAK NG
3. Print Out Status Akademis dari SIAK NG

*For consideration, we attach the necessary evidence:*

1. *Print Out Letter of Academic Leave from SIAK NG*
2. *Print Out BOP payment from SIAK NG*
3. *Print Out Academic Status from SIAK NG*

Demikian surat permohonan ini saya buat dengan sesungguhnya. Atas perhatian dan bantuan Bapak, saya mengucapkan terima kasih.

*Thus this request letter I make with real. For your attention and assistance, I say thank you.*

 Depok,……………….20 …

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| Menyetujui,Pembimbing Akademik,*Approving,**Academic Advisor* (……………………………….) NIP.*Employee ID Number* | Hormat saya,*Yours faithfully,*(……………………………….)NPM.:*Student ID Number* |

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| Mengetahui,Manager Pendidikan FMIPA UI *Knowing,**Manager of Education FMIPA UI*Rika Tri Yunarti, S.Si., M.Eng., Ph.D.NUP. 030903195*Employee ID Number*  | Menyetujui,Ketua Dept./Ketua Program Studi*Approving,**Head of Dept./Head of Study Program* (……………………………….) NIP.*Employee ID Number*  |

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| **Catatan:*** Pengajuan surat permohonan harus ditandatangani asli ( bukan fotocopy) oleh Kadep/Kaprodi dan distempel Departemen
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| ***Notes:**** *The application letter must be signed in original (not photocopy) by Head of Dept./Head of Study Programr and stamped by the Department*
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