



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:

Nama :
Name

NPM :
Student ID Number

Departemen :
Department

Program Studi : S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio / Geo/ Kel / Bahan / Medis / Geologi
Study Program / 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 ...

Menyetujui,
Pembimbing Akademik,
Approving,
Academic Advisor

Hormat saya,
Yours faithfully,

(.....)
NIP.
Employee ID Number

(.....)
NPM.:
Student ID Number

Mengetahui,
Manager Pendidikan FMIPA UI
Knowing,
Manager of Education FMIPA UI

Menyetujui,
Ketua Dept./Ketua Program Studi
Approving,
Head of Dept./Head of Study
Program

Rika Tri Yunarti, S.Si., M.Eng., Ph.D.
NUP. 030903195
Employee ID Number

(.....)
NIP.
Employee ID Number

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