**REQUIREMENTS:**

1. **SICK**

Letter of Sick from the Community Health Center, Government Hospital or Private Hospital accompanied by a doctor’s payment receipt, receipt of payment for drugs (prescription copy), proof of hospitalization, laboratory test result if any. (Submitted immediately after recovery, if complete proof does not need the signature of a Supporting Lecturer)

1. **Religious worship fulfill**

Letter of appointment/ assignment from the relevant institution, travel ticket, visa or passport copy. (Submit a maximum of 3 (three) days before departure)

1. **Partisipating Student Activities**

Letter of Assignment from the Activity Implementing Agency, the Assignment Letter of the Vice Rector I or Vice Dean I, ACCOMPANIED BY Invitatiton , Announcement, or Proposal of Activities which Ha been approved by the authorities, Rundown of Events/ Agenda for Activities. (Submit a maximum of 3 (three) days before departure)

* For out of town activities, attach a travel ticket
* For overseas activities , attach a flight ticket, copy visa or passport

(Input on SIAP by Officers, waiting for travel tickets and copy of visa or passport)

**OTHER THAN THE PROVISIONS ABOUT STUDENTS ARE CONSIDERED TO USE INDEPENDENCE RIGHTS 25% ( Perak Tahun 2012 Pasal 7 Ayat 2 dan Pasal 17 Ayat 4 )**

**CLASS EXEMPTION LETTER**

Signed below, I

 Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NIM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can’t attend the class on

 Day/Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Subject : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Class : \_\_\_\_\_\_ Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room : \_\_\_\_\_\_\_\_\_\_

 Reason : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your attention.

Lecturer Semarang, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIP NIM

Approved, Acknowledged,

Head of Bachelor of Law, Academic & Student Affairs Supervisor,

Dr. Irma Cahyaningtyas, S.H., M.H. Hendra Gunawan, S.T.

NIP 198310312009122003 NIP 197603021999031004

**Note:**

It must be sent 3 days before the class and excuse due to illness must submit the medician illness letter

**CLASS EXEMPTION LETTER**

Signed below, I

 Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NIM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can’t attend the class on

 Day/Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Subject : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Class : \_\_\_\_\_\_ Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room : \_\_\_\_\_\_\_\_\_\_

 Reason : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your attention.

Lecturer Semarang, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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