



## *Registration or Holiday Request Form*

Choose one of the following options:

Registration Letter

Holiday Letter

Last Name

First Name

Reg. No

Passport No

- Registration Letter

Place a ✓ where appropriate

 Fall \_\_\_\_\_  
Year

 Spring \_\_\_\_\_  
Year

 Summer \_\_\_\_\_  
Year

- Holiday Letter

(Students should not be absent during semester class periods)

Period of Absence

Country Traveling To

Reason for Traveling

Student Signature

Date

**FOR OFFICIAL USE ONLY**

<b>Approved by the Academic Director (only for Holiday Letters)</b>	Yes _____	No _____
<b>Name / Signature</b> _____	<b>Date</b> _____	
<b>Approved by the Director of Admissions</b>	Yes _____	No _____
<b>Name / Signature</b> _____	<b>Date</b> _____	
<b>Comments (if any)</b>		
_____		
_____		