**PGT students on Tier 4**

**Application for Absence**

PGT students who hold a Tier 4 visa can request a maximum of 4 weeks leave throughout the duration of their programme. This is in addition to the time off they receive during the winter and spring term closures.

Leave of up to a week can be reported through MyAberdeen. For longer absences please complete this form.

|  |  |
| --- | --- |
| **Student Name** |  |
| **ID Number** |  |
| **Programme** |  |
|  |
| **Absence Start Date** |  | **Absence End Date** |  |
| **Purpose of Absence (holiday; personal leave; medical leave etc.)** |  |

|  |  |
| --- | --- |
| **Student signature and date** |  |
| **School signature and date (usually supervisor)** |  |

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| **To be completed at School Office** |
| **Provide dates/details of previous absences taken** |  |
| **Please confirm that this absence plus previous absences will not extend the total leave beyond 4 weeks.** |  |

**Note to students:**

1. You should use this form if you are a Tier 4 student studying a taught, postgraduate programme.
2. You should use this form to request an absence longer than 1 week in duration but up to the maximum of 4 weeks permitted throughout your programme.
3. Asking for an absence during term time means you are expected to catch up on any work missed while you are absent. If you feel you will not be able to do this, or need to speak to someone about your situation, you should visit your School office.
4. You do not need to use this form to request absences of less than one week in duration which can be reported through MyAberdeen.
5. Once this form is approved by your school it will be retained on your School monitoring file.
6. If you have any questions relating to your absence, or the impact it may have on your Tier 4 visa, you should contact immigration@abdn.ac.uk

**Note for School**

1. This form should be approved by the school and then retained on the students monitoring file.
2. If you have any questions about this form, please email immigration@abdn.ac.uk