Academia Guide: Sick Leave Request

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Types of Requests

Address Detail
- To change your address details

Personal Details Change
- To change any personal details

General
- General Request
- Excused Leave Request

Transfer
- Withdraw from program
- Withdraw from course

Dashboard

- After logging in, you will be directed to the dashboard.
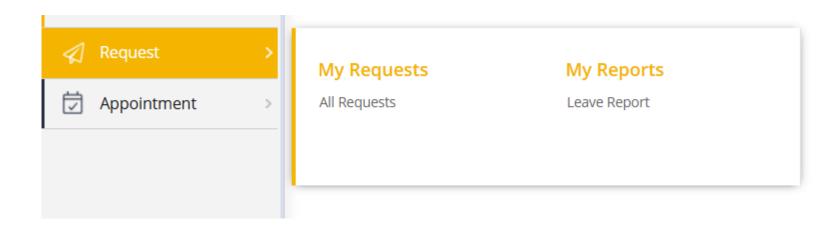
Requests

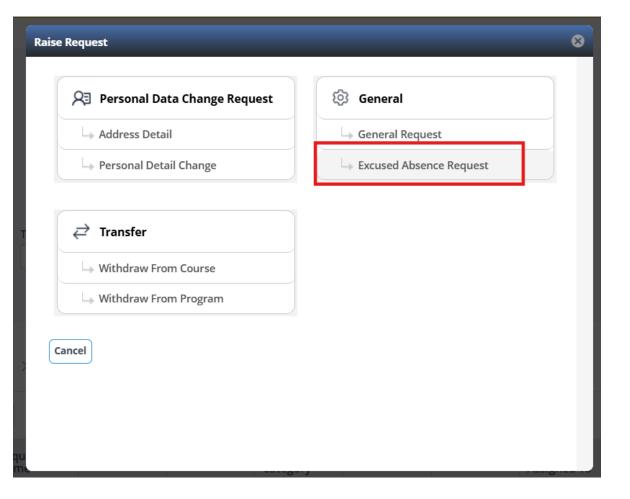- You can raise a request, view your requests and leave report from the "*Request*" menu.

To raise a request

To raise a request, select "All requests" from the request menu and click on "Raise Request". This will open a page with the type of requests that you can choose from.

To raise a sick leave request

1. After following the previous slide, this page will open up.
Select "Excused Absence Request"

To raise a sick leave request

2. You will be redirected to this page. Make sure the information is correct then click on "Upload & Submit" to upload your document

3. A new section will open at the bottom. Kindly select "Upload".
4. Give your document and **English** name.
5. Upload your document.

To raise a sick leave request

6. Submit your request

If you face any technical issues or have any questions, please don't hesitate to contact us!

Student IT Support email:

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