Academia Guide: Sick Leave Request

VISION رؤيـــــة
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

Address Detail
- Update address details

Personal Details Change
- Update 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.
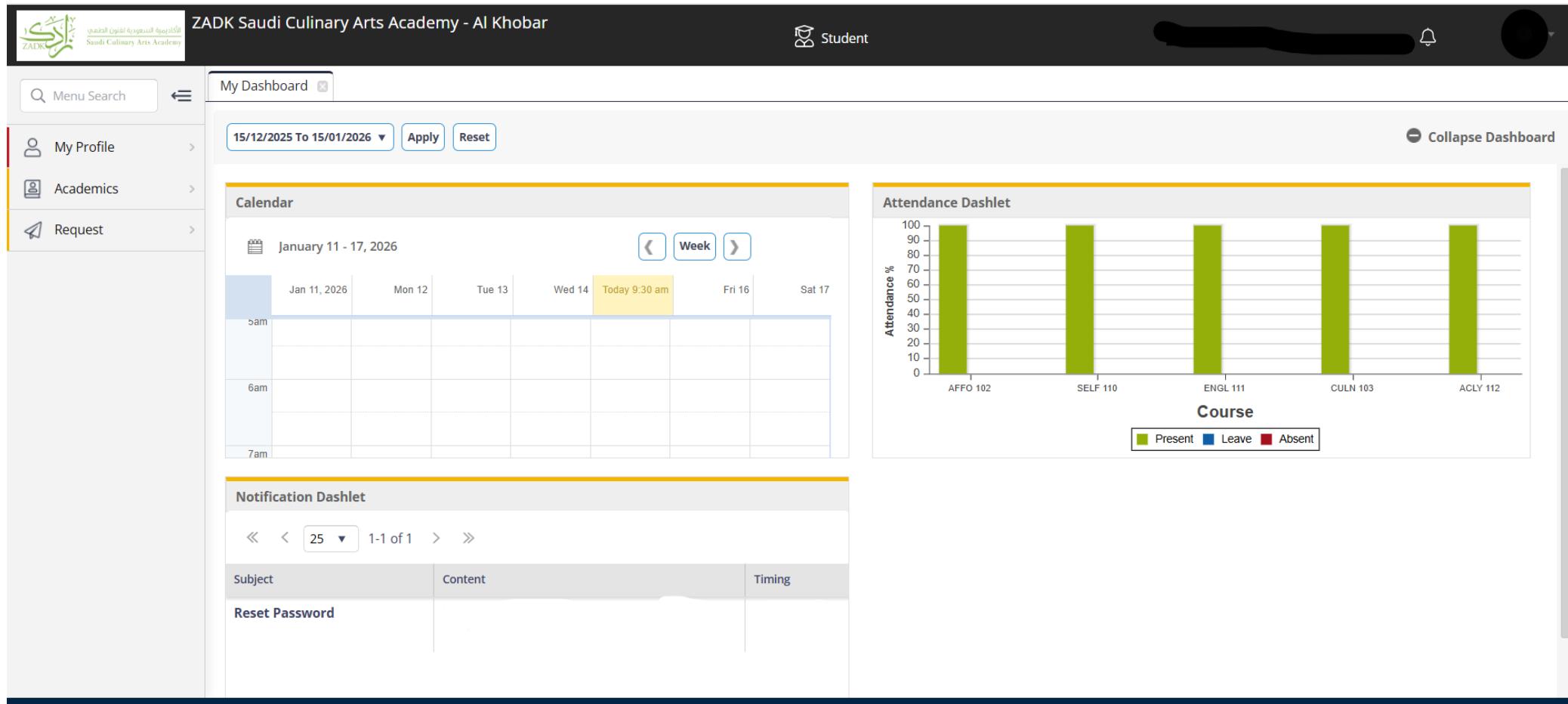
To raise a Personal Detail Change request

- Navigate to "All Requests" from the *Request* menu
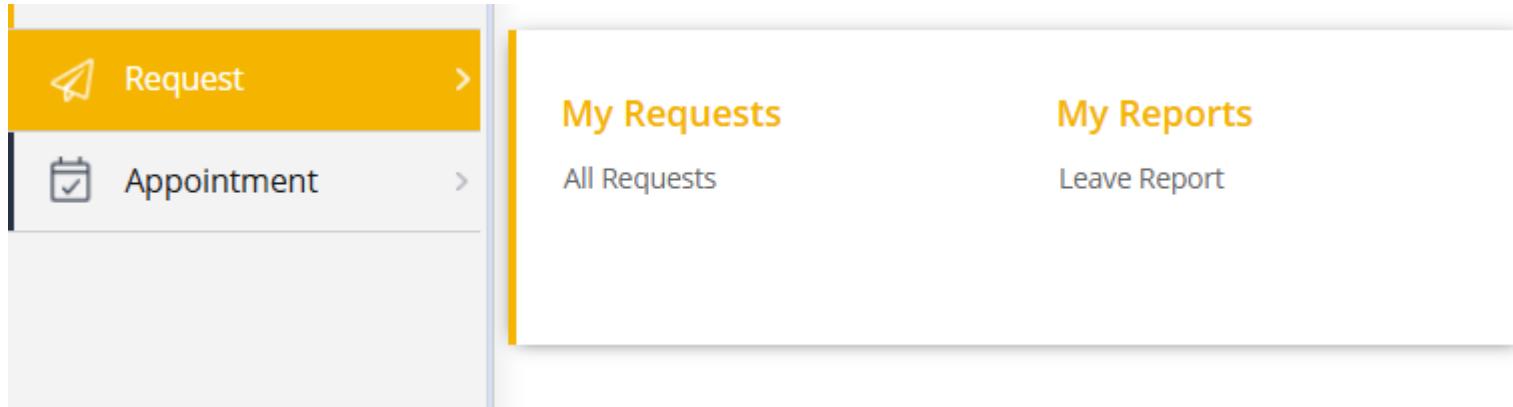
To raise an Excused Absence request

1. Select "Raise Request".
   This will open a page with the type of requests that you can choose from.
2. Select "Excused Absence Request"

To raise an Excused Absence request

3. Make sure the information is correct,
   click on "Upload & Submit" to upload your document

4. A new section will open at the bottom. Select "Upload".
5. Give your document an **English** name.
6. Select "Upload" & upload your document.
7. Save

8. Write in the comment section the reason of your absence and the date.
9. Select "Submit" to 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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Thursday, January 15, 2026
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