

Nanhua University Leave Application System

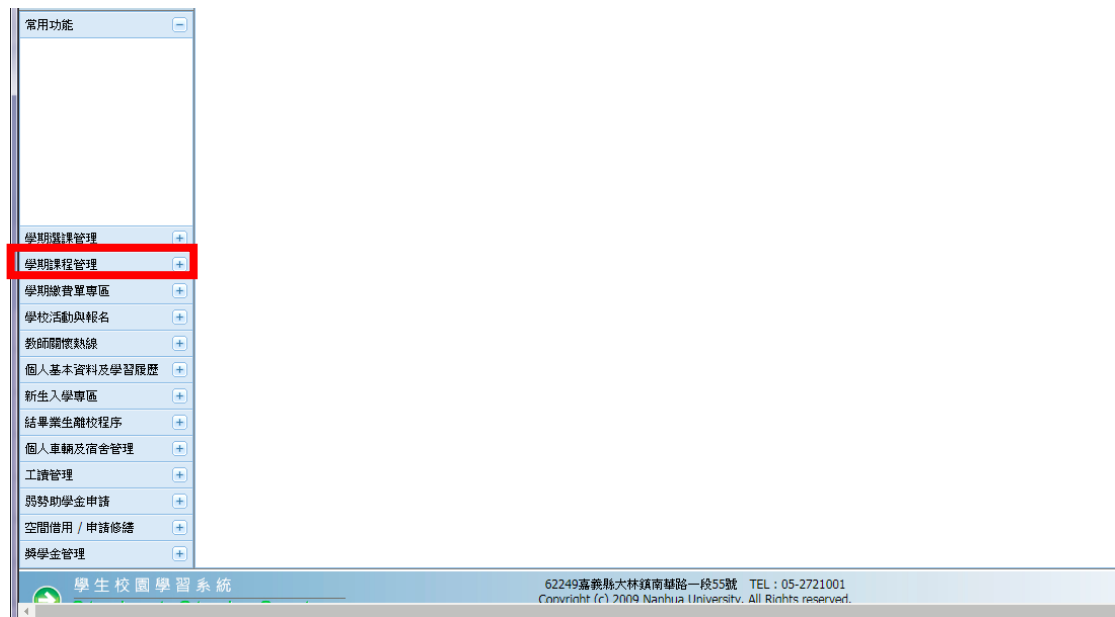
1. Go to the website of NHU Administrative Management System (std.nhu.edu.tw), then click on the “Student Area”.



2. Log in to the system by fill in your student ID number, password and verification code.



3. Click on the “Course Management System” (left hand side).



4. Click on the “Leave Application Online”, and fill in the form.



Step 1: Write down the type of leave, date to request for leave and reason to take leave.

Step 2: Choose the course to request for leave.

Step 3: Print out the leave application form.

5. Lecturers and administrative staffs' signatures are required based on the number of days to apply for leave.

