

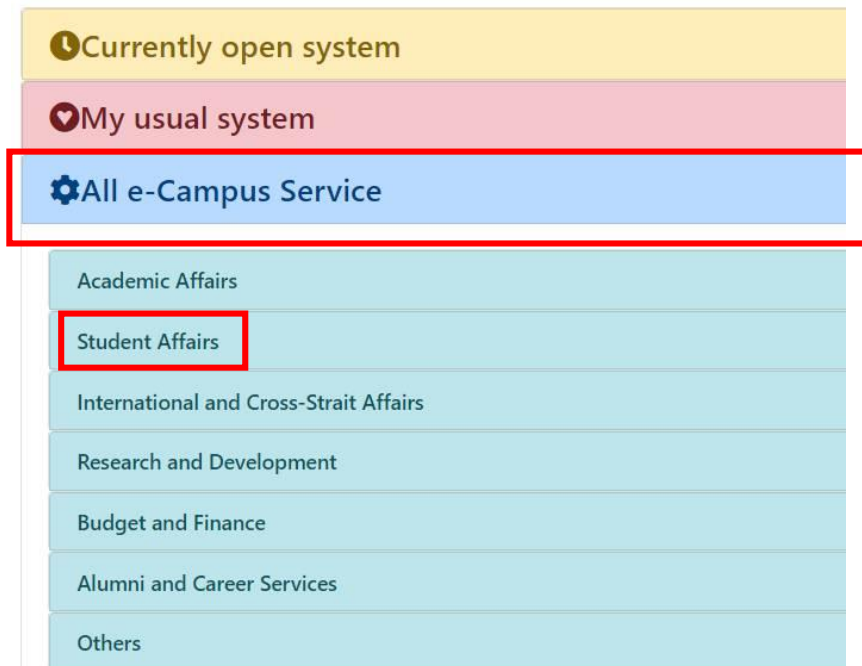
Student Absence system

Step 1

Please log in “e-campus service system”: <https://alcat.pu.edu.tw/index.php?lang=en>

Step 2

Select “All e-Campus Service” → “Student Affairs”



Step 3

Please click “Students Leave of Absence System”

Student Affairs			
› ADVISOR SYSTEM	› Association Management	› Case management of economically disadvantaged students	› Dorm Subsidy for Low Income Family
› Dormitory Application System	› Dormitory Inquiry System	› Extra-curricular Activities equipment loan system	› Health Center Registration
› Lost and Found	› Poster Printing Application	› Scholarship and Grants Application	› Self-health Management System
› Student exemption for tuition/miscellaneous fees	› Student loan	› Students Leave of Absence System	› Survey and Follow-up Chart on CORVID-19

Step 4

Confirm the semester "1091" and click "next"

請選擇請假學期別： 1091 ▼

下一步 NEXT

Step 5

Fill out all the information and **submit** it.

申請假別 Applied leave of absence category	
特別說明 Special explanation	1. 因COVID-19(新型冠狀病毒)需請假者請勿點選病假。 2. 學生身份無法自行申請「自主健康管理假」。 3. 大陸(港、澳)生申請自主健康管理假，請與國際暨兩岸事務處聯繫(分機：11581、11571)。 4. 非上述學生申請，請與生輔組聯繫(分機：11217)或寫明班級、學號、姓名、假別(自主健康管理假)、手機、詳填請假起迄日期及佐證資料寄至syho@pu.edu.tw。 1. For the student who needs to apply leave of COVID-19 (new coronavirus), please do not choose sick leave. 2. Students can not apply for autonomous health management leave by themselves. 3. Mainland (Hong kong, Macao) Students must contact the Office of International and Cross-strait Affairs (ext. 11581、11571). 4. For non-mainland (Hong Kong, Macao) students to apply, please contact the Division of Student Assistance (ext. 11217) or write down the class, student number, name, leave (autonomous health management leave), mobile phone, applied leave absence category, dates on leave (start and end) and credentials send to syho@pu.edu.tw.
事由 Main content	
請假日期(起迄) Dates on leave (start and end)	自 Start 1090501  08:00 ▼ 至 End 1090501  22:00 ▼
證明文件 Credentials	選擇檔案 未選擇任何檔案

回至學期別選項 Change the semester

送出預覽 Send for preview

Finish -- The application will send to the teacher