

TEMASEK POLYTECHNIC
TEMASEK HUMANITIES & SOCIAL SCIENCES SCHOOL

Application for Medical Leave & Submission of Medical Certificate (MC)

- This form must be submitted personally to HSS General Office during office hours with the **ORIGINAL MC** attached.
- Only MCs issued by a registered doctor will be accepted. MCs issued by Chinese Physicians will not be accepted.
- Submission of MCs must be within **2 working days** from the last day of the medical leave.
- Medical leave during **mid-semester tests &/or end-semester examinations** must clearly state the following:
 - a) that you are unfit to sit for the tests / examinations
 - b) the period of illness (eg. prolonged illness leading to hospitalisation), and
 - c) the nature of illness

Name:	Admission No:									
Careperson:	Course:	Class:								
This MC is for: (please tick) <input type="checkbox"/> Tutorial <input type="checkbox"/> Mid-Semester Tests <input type="checkbox"/> End-Semester Examinations <input type="checkbox"/> Others _____	Contact No Mobile: Home:									
Particulars of Medical Leave										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">From (Date)</th> <th style="width: 20%;">To (Date)</th> <th style="width: 20%;">No. of day(s)</th> <th style="width: 40%;">Illness</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			From (Date)	To (Date)	No. of day(s)	Illness				
From (Date)	To (Date)	No. of day(s)	Illness							
(1) I declare that the MC submitted is ORIGINAL ; not tampered with nor forged. (2) I understand that TP reserves the rights to verify the MC with the doctor.										
Signature of student:	NRIC/Passport No.:	Date:								

FOR OFFICIAL USE ONLY	Data entry Officer's Name & Signature	Date of data entry
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*Please attach original MC below this line
(or at the back if insufficient space)*

REMINDER

Tampering/Forgery of MC is a **SERIOUS OFFENCE (Cat. 1 Offence)**.
 Cat. 1 offenders will be subject to investigation by the School Disciplinary Committee and may face suspension/expulsion from their course of study.