

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:	Year: 1 / 2 / 3	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			
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.