

These guidance notes detail the exact information that you are required to provide in order to submit an authorised absence request due to COVID-19.

Field	Guidance
Student	As you begin to type your name, the data inputted will sync with the University Outlook address book for you to select your name
Student ID	Please enter your student ID number as displayed on your student ID card
Date of Birth	Please enter your date of birth in the following format: DD/MM/YYYY
Level of Study	Please select your level of study from the drop down menu
Programme of Study	Please type your programme title in full
Current Visa/BRP	You are required to upload a scan of your current UK visa (PDF or Jpeg)
Current Passport	You are required to upload a scan of your current passport (PDF or JPeg)
Start date of authorised absence	Please enter the first day of your absence in the following format: DD/MM/YYYY or use the calendar icon and select the date
End date of authorised absence	Please enter the last day of your authorised absence in the following format: DD/MM/YYYY or use the calendar icon and select the date
Reason(s) for Absence	Please select 'Covid-19'
Travelling outside UK	<p>You are required to confirm if you intend on travelling outside of the UK during your absence</p> <p>If you select yes, a box will appear in order for you to provide further information about your destination</p>
Authorised Signatory	<p>As you begin to type the name of the appropriate authorised signatory, the data inputted will sync with the University Outlook address book for you to select their name</p> <p>If you are not sure whose name to enter in this field, please ask your School</p> <p>DO NOT ENTER DAVID EASTWOOD AS THE AUTHORISED SIGNATORY.</p> <p><u>The authorised signatory must be a member of staff.</u> Any requests 'approved' by a student or their friend will not be processed</p>
Administrator	<p>As you begin to type the name of the appropriate administrator, the data inputted will sync with the University Outlook address book for you to select their name</p> <p>DO NOT ENTER DAVID EASTWOOD AS THE ADMINISTRATOR.</p> <p><u>The administrator must be a member of staff.</u></p>
Submit Request	If you have completed all mandatory fields and uploaded all mandatory documents, you can click 'Submit Request'

	Note: If any mandatory fields or documents have not been completed or provided, an error message will appear underneath those fields asking you to provide the mandatory information before you can submit the request
--	---