Dear BSc(ActuarSc) and BStat Students [admitted in 2025 and thereafter],

Important notes on applying for Leave of Absence (2026-27)

If you plan to undertake an internship, participate in an exchange/visiting programme, or take leave for medical or other reasons, you may need to apply for a Leave of Absence.

Please note the following important points regarding the Leave of Absence application:

A. Application System

SAAS Online Application System (SOAS)

Online Form:	SF007 - Leave of Absence
System URL:	https://saasweb.hku.hk/current/ug/forms

B. Submission Deadlines

1. For leave of absence due to internship, please submit the application at least **one month** before the commencement of the internship.

2. For exchange leave of absence due to exchange/visiting study for a full-year, Semester 1, winter break, or Semester 2, please submit the application by **at least six weeks** before the start of the exchange/visiting study programme.

C. Required Supporting Documents

You are required to submit all relevant documents to support your leave application:

- **Internship**: An official Employment Contract clearly indicating the employment period and relevant terms
- **Exchange/Visiting study**: Admission letter from the host institution, your Letter of Acceptance, and deposit payment proof (if applicable)
- **Medical reasons**: A Medical Certificate(s) or Medical Report(s), issued by registered medical practitioner(s), **indicating the recommended leave period**
- **Compulsory military service**: Certificate of Military Service with a calendar showing the discharge date
- **HKU commitment**: Documents from HKU (e.g. represent HKU to participate in competition)
- **Other reasons**: Documents verifying your reason of leave, such as:
    - Official documents from Government (if applicable)

- Documents for financial status, Bank Statement(s) of the account(s) for tuition fee payment (for financial difficulty)
- Detailed study plan during your leave period (for financial difficulty and other personal reasons)

Applications without valid supporting documents will not be considered. Should extra time be needed for the collection of any of these supporting documents, you should inform the Department when you make the application.

If the supporting documents are not in English, please provide a certified/endorsed copy in English version.

Please inform the Department of Statistics and Actuarial Science (SAAS) via email (ugenq@hku.hk) immediately if there are any changes or updates.

Thank you for your attention.

Best regards,

Department of Statistics and Actuarial Science

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