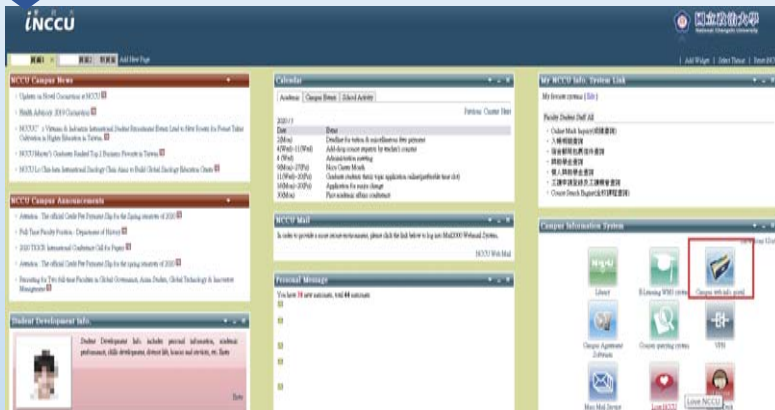


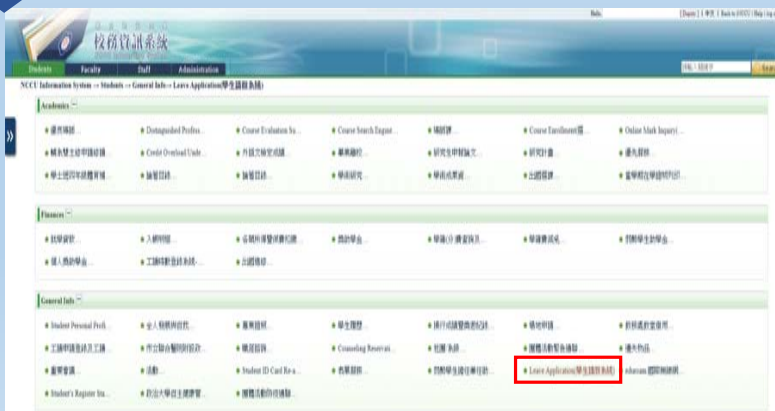
COVID-19 Prevention

Instruction for Students Taking COVID-19 Leave

1 Go to *Campus web info portal*.



2 Go to *Leave Application (學生請假系統)*.



3 Click *Add* for a new form, then select the type of your leave.



4 Upload supporting documents (for home/self-isolation and self-quarantine leave)

- Notice of Group Quarantine and Right to Petition for Review (嚴重特殊傳染性肺炎集中檢疫通知書及提審權利告知), or
- Home (Self) isolation notice for COVID-19 (嚴重特殊傳染性肺炎個案接觸者居家(個別)隔離通知書), or
- COVID-19 Health Declaration and Home Quarantine Notice (防範嚴重特殊傳染性肺炎入境健康聲明暨居家檢疫通知書)