

## **What do you need to take a Leave of Absence?**

1. Write to apply for Leave of Absence(LOA) and submit at your Department.
2. After successfully processing Leave of Absence from your Department, ensure that you obtain a certificate of Leave of Absence from the Admissions Office, Secretariat Building, O.A.U Ile-Ife.
3. Thereafter, submit a copy of the Certificate of Leave of Absence at the University Computer Centre Enquiry Office: Room M15, Computer Building, O.A.U Ile-Ife.