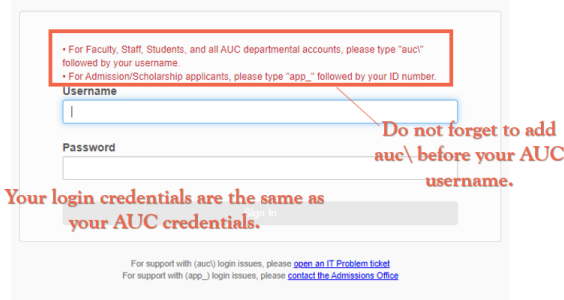


LEAVE OF ABSENCE FORM

<https://lfweb.aucegypt.edu/Forms/LOARequest>

Enter AUC username and password



• For Faculty, Staff, Students, and all AUC departmental accounts, please type "auc" followed by your username.
 • For Admission/Scholarship applicants, please type "app_" followed by your ID number.

Username
 Password

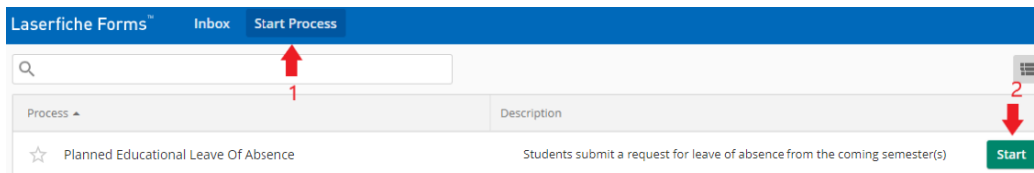
Do not forget to add auc\ before your AUC username.

Your login credentials are the same as your AUC credentials.

For support with (auc) login issues, please [open an IT Problem ticket](#)
 For support with (app_) login issues, please [contact the Admissions Office](#)

Start

To start the submission of the Leave of Absence request



Laserfiche Forms™ Inbox Start Process

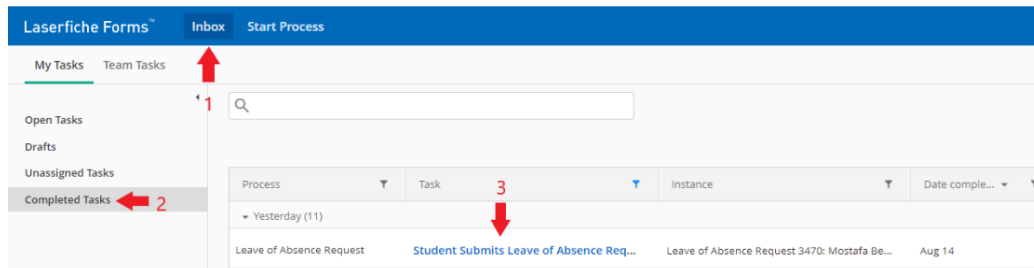
1 2

Process	Description
☆ Planned Educational Leave Of Absence	Students submit a request for leave of absence from the coming semester(s)

Start

Fill in the form then press submit. You will receive a confirmation email.

To track the progress of your request:



Laserfiche Forms™ Inbox Start Process

My Tasks Team Tasks

1 2

Open Tasks
 Drafts
 Unassigned Tasks
 Completed Tasks

Process	Task	Instance	Date complete...
Yesterday (11)			
Leave of Absence Request	Student Submits Leave of Absence Req...	Leave of Absence Request 3470: Mostafa Be...	Aug 14

3

Click Details in the right pane, then click Action History.

Student Submits Leave of Absence Request

Leave of Absence Request 3470: Mostafa Belal Sayed Mohamed Ibrahim Elfaggal-900211128-202410



Leave Of Absence Request The American University in Cairo

Student Information

Student Name* Mostafa Belal Sayed Mohamed Ibrahim Elfaggal

Student Submits Leave of Absence Request
 Leave of Absence Request: 3470: Mostafa Belal Sayed Mohamed Ibrahim Elfaggal-900211128-202410

Summary Action History

8/14/2023 3:03 PM
 ••• Laserfiche Admin is in process with task Military Office Approval

8/14/2023 3:03 PM
 ••• Laserfiche Admin is in process with task Transfer Unit Approval