

Online System for Student Application for Short Leave (3 calendar days or less)

User Guide for Undergraduate Students

Note: The online system is not applicable for an application for 4 calendar days or more. If you apply for leave for 4 calendar days or more, please fill in “Form I” or “Form II” downloadable from the website of your Home Faculty, and submit the paper application to the Office of your Home Faculty.

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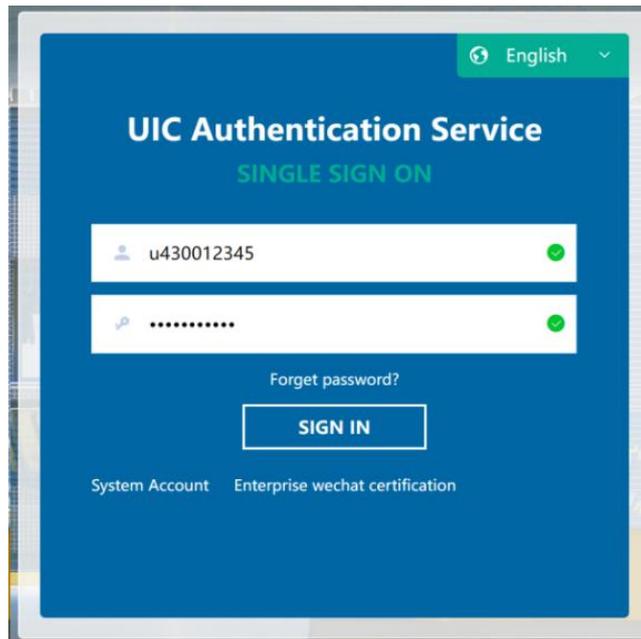
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Last updated on 13 January 2025

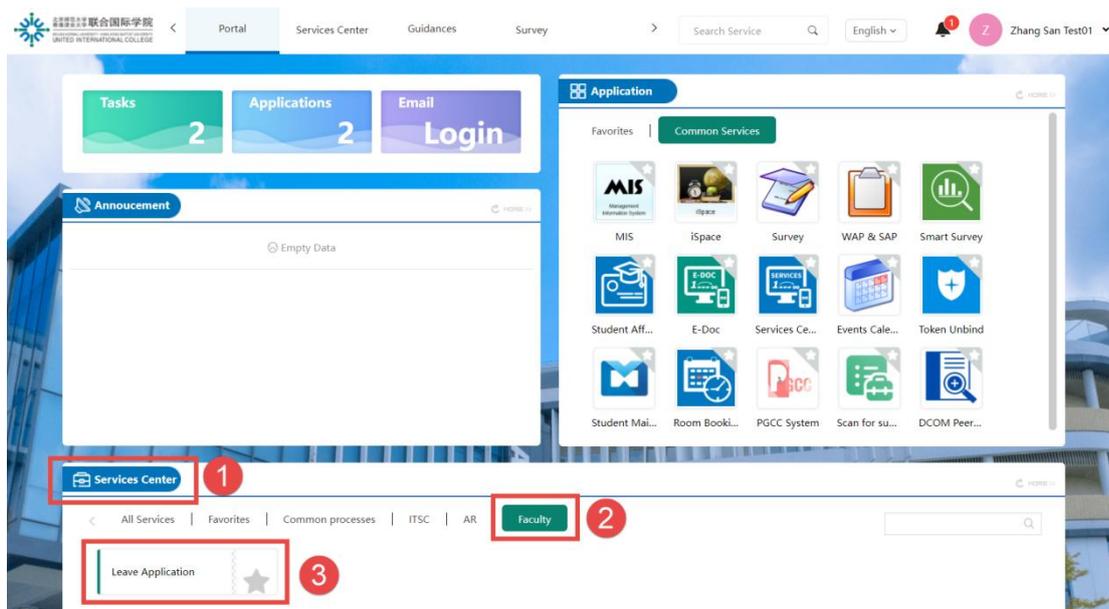
1. How to Submit an Application?

The online system works on **computers**, but not on mobile phone.

Step 1: Login the “UIC Portal” at <https://portal.uic.edu.cn> with your UID and password (recommended browsers: Chrome/Firefox).



Step 2: Click the icon of “Leave Application”



Step 3: Fill in all the mandatory fields* and upload supporting document

Applicant

Chinese Name	张三-测试学生01	English Name	Zhang San Test Student
Student No.		School/Faculty	
Programme		Application Time	
Mobile Phone No.	Please enter an 11-digit number *	Family Contact No.	Please enter family number *

Details

Last Begin Date of Leave	Last Begin Time of Leave
Last End Date of Leave	Last End Time of Leave
Begin Dates of Leave <input type="text"/> *	Begin Time of Leave <input type="text"/> *
End Date of Leave <input type="text"/> *	End Time of Leave <input type="text"/> *
Total calendar day(s) 0.00	
Reason	<input type="radio"/> Health Problem <input type="radio"/> Urgent Family Affairs <input type="radio"/> Taking external exams <input type="radio"/> Internship <input type="radio"/> Interview <input type="radio"/> Others *
Reason Details	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Please fill in the reason in English </div>
Attachment	<input type="button" value="Upload Attachment(s)"/> Maximum 20M *

Name attachments with student number, Example: 1930000001_01, 1930000001_02, 1930000001_03

Step 4: Select the course(s) and instructor(s) involved during your leave period

The corresponding course instructor(s) and teaching assistant(s) (if any) will automatically be notified when an approval is granted.

Courses and teachers

Please verify the course information and select the courses and teachers involved during the leave period.

SN	Code	Course	Section	Teacher(s)	Type	Time
<input type="checkbox"/>	1	<input type="text"/>				

1 records in total 10 Items/Page Go to 1

I certify that the above information is true and correct. I agree to provide, if requested, any official documentation necessary to verify the information. I understand that a false statement or misrepresentation on this form may result in the rejection of my application and/or disciplinary penalties.

Please tick to indicate your acknowledgement of the provisions. 请勾选已了解申请须知。 *

Step 5: Make sure that you submit your application successfully

Click “Submit” to complete and lodge your application.

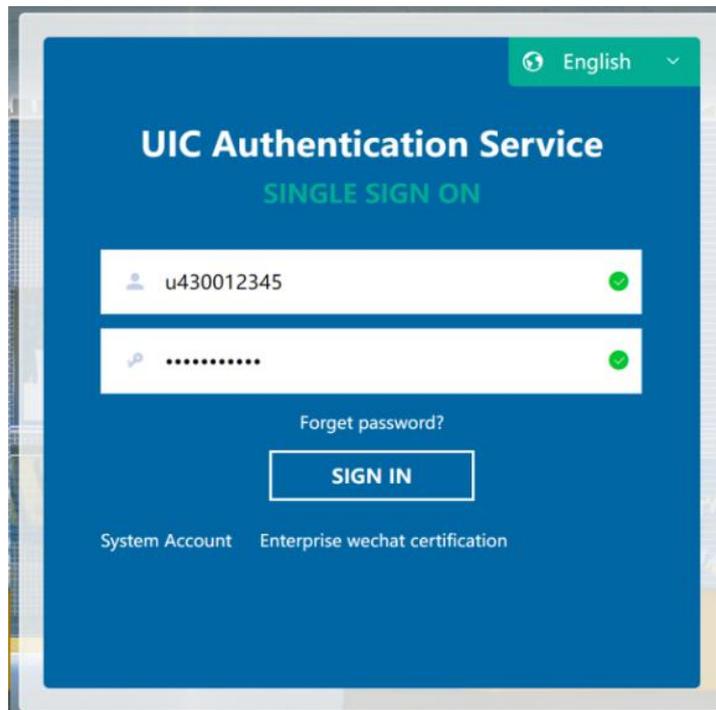
Only **one application** can be submitted per day.

2. Processing Time

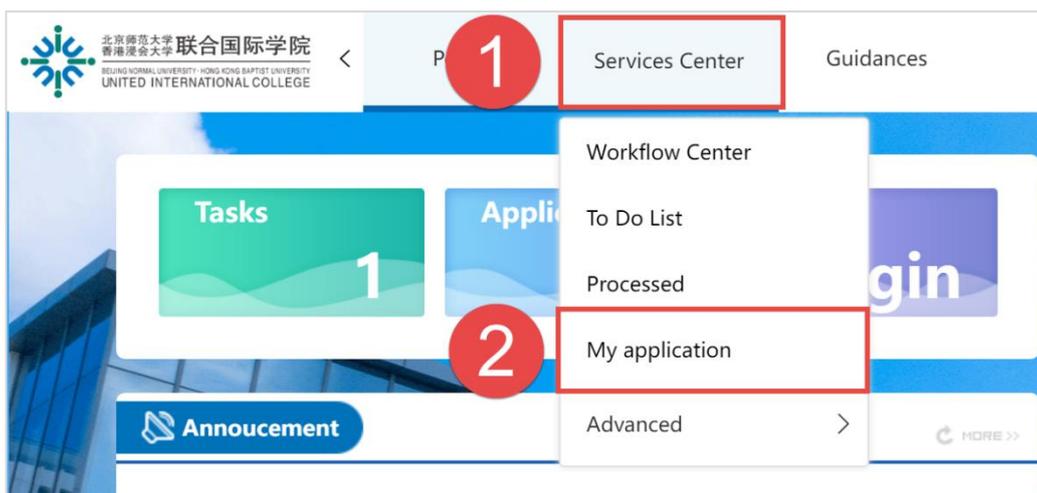
- a) After receiving your application, your Home Faculty/Department will process your case within **3 working days**.
- b) Please take note of the processing time and always submit your application well in advance.

3. Check your Application Status

Login the “UIC Portal” at <https://portal.uic.edu.cn> with your UID and password (recommended browsers: Chrome/Firefox).



- Step 1: Click “Services Center” on the top navigation bar;
- Step 2: Click “My application” under the drop-down menu;



4. Enquiry

If you have any questions about your application, please contact your Home Faculty by email or phone.

Faculty of Business and Management (FBM):

Mr. Luke CAI (fbm-dacc@uic.edu.cn)/3620954 for ACCT students;
 Ms. Eunice CHEN (fbm-dfe@uic.edu.cn)/3620627 for AE, FIN, BUSA, ECON students;
 Ms. Li GUAN (fbm-dm@uic.edu.cn)/3620710 for MHR, MKR, EBIS, EPIN, DMM, BA students.

School of Culture and Creativity (SCC):

Ms. Winnie SHEN (winniesqshen@uic.edu.cn)/3677707 for SCC students and JC student with student number ending in 198 or later .

Faculty of Humanities and Social Sciences (FHSS):

Ms. Kit Yang (fhss-dlc@uic.edu.cn)/3620523 for ATS & ELLS & FLL student;
 Mr. Scott Tan (fhss-dss@uic.edu.cn)/3620137 for GAD & DGS students;
 Ms. Kira Hua (fhss-dcom@uic.edu.cn)/3620366 for CCGC & MCOM & PRA students & JC student with student number ending in 197 or earlier .

Faculty of Science and Technology (FST):

Ms. Ann GUO (fst-dcs@uic.edu.cn)/3620381 for CST & AI students;
 Ms. Sherry MO(fst-dms@uic.edu.cn)/3620132 for AM&FM students;
 Ms. Nicky ZHUO(fst-dsds@uic.edu.cn)/3620133 for STAT&DS students;
 Ms. Yuri Xiaoming YU(fst-dls@uic.edu.cn)/3620093 for APSY&ENVS&FS students.