

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School

Application Form for Leave of Absence
(For Taught Postgraduate Students)

Personal Information Collection Statement :

1. The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 2609 8976 / 8977 or email to: gradschool@cuhk.edu.hk
3. Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.

I. PERSONAL PARTICULARS :

Name (English) _____ (Chinese) _____

Student ID No. _____ Year of Attendance _____

Study Programme _____

Degree/Diploma _____ Time Basis Full-time Part-time
Please put a "✓" in the appropriate box

II. DETAILS OF APPLICATION :

Leave applied for :

From _____ To _____
(dd/mm/yy) (dd/mm/yy)

Reason (Please attach all necessary supporting documents):

Signature of Student _____ Date _____

III. APPROVAL :

Programme Co-ordinator Recommended Not Recommended

Comments _____

Signature _____ Date _____

Division Head Recommended Not Recommended

Comments _____

Signature _____ Date _____

Dean of the Graduate School Approved Not Approved

Comments _____

Signature _____ Date _____