

THE CHINESE UNIVERSITY OF HONG KONG

Application Form for Annual Leave
(for MPhil-PhD Student)

To be Completed by the Applicant

Name: _____ Student No.: _____ Tel.: _____

Degree: _____ Department/Unit: _____

Leave Period: _____ Total: _____ day(s)

Reason:

Date: _____ Signature: _____

Endorsement by the Supervisor

Endorsed

Not Endorsed

Comments, if any: _____

Date: _____

Signature: _____

Name in Block: _____

Approval by the Division Head

Endorsed

Not Endorsed

Comments, if any: _____

Date: _____

Signature: _____

Name in Block: _____

For use of the Leave Administrator of the Department/ Unit concerned or the Personnel Office, as applicable

Leave balance as at ____/____/____: _____ day(s)
 dd mm yy