

Application to Visit for Research Work in other Institute

Ph.D. Students on University Campus (Visit Permitted to Institutes in India)

(Please download, type write and submit the application 10 days before with supporting documents)

To,
International Affairs Cell,
Shivaji University, Kolhapur.

Date: / / 202

Subject: Application requesting grant of leave to visit for Research Work / Field Work in other Institute _____ in India for the period from / / 202 to / / 202.

Respected Sir,

This is to bring to your notice that myself _____, Nationality _____, Passport Number _____ (Expiry date) (dd /mm /yyyy) and Residential Permits expiry date (dd /mm /yyyy) is a Ph.D. Student of the Department of _____, Shivaji University, Kolhapur would like to visit for Research Work / Field Work in other Institute _____ in India for the period from / / 202X to / / 202X. I am aware and agree that the maximum permitted leave is for two months in an Academic Year and it is exclusively for academic research purpose. I will be responsible for the academic loses, if any, if I am not able to return in time. I am also aware that leave for the period mentioned in the letter is the granted leave and leave for additional days will be considered as absent and will not be accounted in my attendance. **I am also aware that my attendance accounting to less than 75% of the working days in an academic year will lead to cancellation of my admission and I will have no objection whatsoever in this regards.** Thus, I request you to consider my application and grant me permission for the above mentioned period. Please do the needful.

Name of Student:

Course and Department:

Present address:

Contact: Mob:

E-mail:

Research Guide:

Reason of the Leave:

Date of Leaving:

Date of Return:

Total Leave: (days)

Please find enclosed my contact details when on leave at the Institute and place of visit.

Name of the host Institute:

Reference Person in Institute: (Name, Designation and Affiliation)

Residential Address (visiting place): C/o....

Contact Details of Reference: Email:

Mob:

Thanking you

Sincerely yours

(Signature)

Student

(Signature)

Research Guide

(Signature)

Head of the Department

(Signature)

Rector, ISH

(Signature)

Director, IAC

(Signature)

Registrar

Note: Please note that invitation/permission letter from the host Institute is mandatory and it is to be approved by the concern Guide.

