

Application for Leave

Ph.D. Students on University Campus

Date: / / 202

To,
Registrar,
Shivaji University, Kolhapur 416004

**Subject: Application requesting grant of leave to visit my home
country _____ for vacation or _____ city 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 my
home country _____ for vacation or _____ city in India for the
period from / / 202 to / / 202. I am aware that the leave period will not hamper
my academics/research and 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. Thus, I request you to consider my application and grant me
leave 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 number days of Leave:

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

Name of the host: (Parents/Friend)

Address (visiting place):

Contact: Mob:

Thanking you

Sincerely yours

(Signature)

Student

(Signature)

Research Guide

(Signature)

Head of the Department

(Signature)

Rector, ISH

(Signature)

Director, IAC

(Signature)

Registrar

