

# Application for Leave

## Bachelor and Master Students on University Campus

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

To,  
202X

Date: / /

International Affairs Cell,  
Shivaji University, Kolhapur.

**Subject: Application requesting grant of leave to visit my home country \_\_\_\_\_ for vacation or \_\_\_\_\_ city in India for the period from / / 202X to / / 202X.**

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 Bachelors/Masters Student of the Department of \_\_\_\_\_, (Name and Address of College) would like to visit my home country \_\_\_\_\_ for vacation or \_\_\_\_\_ city in India for the period from / / 202X to / / 202X. I am aware that the leave period will not hamper my academics 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:

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/ Guardian)

Address (visiting place):

Contact: Mob:

Thanking you

Sincerely yours

(Signature)

**Student**

*(Signature)*  
**Principal**

*(Signature)*  
**Rector, ISH**

*(Signature)*  
**Director, IAC**