

# Application for Leave

Bachelor and Master Students in Colleges

Affiliated to Shivaji University

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

To,

Principal

(Name and Address of College)

Date:     /     /     202X

**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