

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
SCHOOL OF SCIENCE AND ENGINEERING
GRADUATE STUDENT ANNUAL LEAVE APPLICATION FORM

Note:

1. MPhil/PhD Students are entitled to have annual leave up to 14 working days.
2. This form should be completed and returned to the Programme Office before the starting date of the applicant's annual leave.
3. Late application will **NOT** be accepted.

Part I. Personal Particulars	
Name: (in English) _____ (in Chinese) _____	Student I.D.No.: _____
Programme: _____ Year of Attendance: _____ (dd/mm/yy)	Contact Tel. No.: _____
I.D. Card No.*: _____	
<i>*Please complete the following if you do not possess an I.D. Card</i>	
Passport No.: _____ Issuing Country: _____	
Home Address and Telephone No. : _____	
Mobile Tel. No.: _____	
Part II. Application for Annual Leave	
Requested Leave Period:	Start Date (dd/mm/yy): _____ End Date: (dd/mm/yy): _____ Durations for Annual Leave: _____ Working Days
Cumulative Annual Leave You Have Taken: _____ Working Days	
Part III. Personal Information Collection Statement	
<p>1. The personal data provided on this form will be used in the processing of this application. All information provided, when no longer required, will be destroyed.</p> <p>2. Information provided on this form may be transferred to other departments/ administrative units within CUHK(SZ) for consideration and granting approval, where applicable.</p> <p>3. For correction of or access to the personal data after submission of this form, please contact SSE Office: (Tel. No.: (86)755-84273833, Fax No.: (86)755-84273693, e-mail address: pg_sse@cuhk.edu.cn).</p>	
_____	_____
Date (dd/mm/yy)	Signature

Part IV. Recommendations

Endorsed Not Endorsed

Remarks (if any): _____

Date (dd/mm/yy)

Signature of Main Supervisor

Endorsed Not Endorsed

Remarks (if any): _____

Date (dd/mm/yy)

Signature of the Programme Coordinator

Endorsed Not Endorsed

Remarks (if any): _____

Date (dd/mm/yy) :

Signature of the Chair of Graduate Panel