

Student Leave Application Form
Nano Science and Technology Program (NST), Academia Sinica

Student Name		Student ID		Lab Location	
Justification of the leave (Please describe in detail and provide supporting evidence for verification afterward. If the space is not enough, please use a separate sheet of paper)		(Beware that anyone who takes a leave without prior approval will be considered highly irresponsible.)			
Countries of Destination: _____		Contact information	E-mail -----		
			Phone no. -----		
			Mailing address -----		
Duration of Leave	From: _____ (MM/DD/YY)		To: _____ (MM/DD/YY)		Total (_____) days*
Class Missed	<p>We will e-mail notify the lecturer(s) of any class during your leave. However, it is your own responsibility to make up whatever you missed in the class. Please fill in the classes you will miss during your leave.</p> <p style="text-align: center;"><u>Course Title</u></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>				
Student's Signature	_____ Date: _____ (MM/DD/YY)			The expired date of ARC: _____ (MM/DD/YY)	
To be completed by Thesis Advisor: (Advisor's Opinion)				Signature from advisor: _____ Date: _____ (MM/DD/YY)	
*Remarks:					
<p>1. Please return the completed form to the NST Office after you have obtained the necessary signatures from <u>your thesis advisor</u> (or the student affair committee chair if you have no thesis adviser yet.) and <u>the student affair committee chair</u>.</p> <p>2. If you request to leave more than 7 days, you need to get additional approval from <u>the program coordinator</u>.</p>					
Signature from Student Affair Committee Chair <u>Dr. Chia-Fu Chou</u> Leaving date more than 7 days Signature from NST Coordinator's Signature <u>Dr. Chii-Dong Chen</u>			NST Office Recording		