

[vacation/other]

Leave of Absent Request Form

Scholarship Program for Neighboring/ASEAN Countries of Chulalongkorn University

[Please submit the request form to the Office of Academic Affairs (ACA) before your depart 3 days in advance.

Upon their return, grantees must inform/submit a photocopy of the entry passport to ACA office with 3 days]

Name Mr./Ms./Mrs.....(Give Name).....(Family Name)

Fulltime

Master's

Ph.D.

One Semester

Bachelor's

Master's

Ph.D.

Department.....Faculty.....

Mobile phone.....Email.....

Reason for absence : vacation other

[In case of the grantees need to leave for a collect data, please submit "Collect Data" form]

I plan to **depart** from Bangkok, Thailand to.....(Destination city/Country)

Date of departure.....(dd/mm/yyyy).

I will **return** to Bangkok, Thailand.

Date of departure.....(dd/mm/yyyy). If you change the return date, please inform
ACA / or the program as soon as possible.

**Please note that the University will not be responsible for the airfare, if his/her absence is more than 10 days,
he/she will not be entitled to the living allowance for the month (s) of his/her absence.**

Student's Signature.....Date.....(dd/mm/yyyy).

Advisor's of Program Director's Comment

Approved From: (dd/mm/yyyy).....To (dd/mm/yyyy).....

And give assurance that his/her absence will not interrupt his/her studies.

Advisor's/Program Director's Signature.....Date.....

Acknowledgement of student absence

University Coordinator's.....Date.....

Division of Academic Funding Administration, Office of Academic Affairs