**Student Leave Application Form**

**Nano Science and Technology Program (NST), Academia Sinica**

| **Student Name** | | **Student ID** | | **Lab Location** | |
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| **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<br>Phone no.<br>Mailing address | | |
| **Duration of Leave** | From:_____ (MM/ DD/YY)<br>To:_____ (MM/DD/YY) | | | Total (_____) days* | |
| **Class Missed** | 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.<br>Course Title<br>1. _____<br>2. _____<br>3. _____<br>4. _____<br>5. _____ | | | | |
| **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**:<br>_____<br>Date:_____ (MM/ DD/YY) | |

***Remarks**:

1. Please return the completed form to the NST Office after you have obtained the necessary signatures from your thesis advisor (or the student affair committee chair if you have no thesis adviser yet.) and the student affair committee chair.
2. If you request to leave more than 7 days, you need to get **additional** approval from the program coordinator.

| **Signature from Student Affair Committee Chair**<br>**Dr. Yu-Chieh Wen**<br>Leaving date more than 7 days<br>**Signature from NST Coordinator's Signature**<br>**Dr. Peilin Chen** | **NST Office Recording** | |
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