Yau Mathematical Sciences Center

 Leave of Absence Application Form

 Filing date: \_\_\_\_\_\_(YY)\_\_\_(MM)\_\_\_(DD)

Please send this form 2 weeks earlier before your visit to administration office of YMSC.

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| Name |  | Title |  |
| Work ID No. |  | Email. |  |
| Reasons for your visit | (Please describe in detail your goal, plan, academic partner, and mission; In published materials the fact that you are from YMSC should be clear.)(attached the invitation letter) |
| The institution you will visit |  |
| Period of leave | From（YY/MM/DD） to (（YY/MM/DD）stay for days. |
| Sources of finance | □Personal funding□funding from my visiting institute□funding from YMSC (Please describe the expected amount if you hope your visit is funded by YMSC.)□Other |
| Duties during the leave | □I have course in Tsinghua during my leave.Name of the course:Time of the course:Replacement of teacher during your leave:□I don’t have course in Tsinghua during my leave.Signature of Academics Office:(If you have phd students, please describe how you supervise them during your leave.)(If you have administration duties, please describe how you perform them during your leave) |
| Signature of the applicant |  | Tel |  |
| Opinions from Director of YMSC |  |  Date |  |