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 Personnel 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 provide the estimated amount or budget you are expecting if you wish for your visit to be 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) | | |
| Leave/Academic visit records in the past year |  | | |
| Signature of the applicant |  | Tel |  |
| Opinions from Director of YMSC |  | Date |  |