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 |  |