

# 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.

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	<input type="checkbox"/> Personal funding <input type="checkbox"/> Funding from my visiting institute <input type="checkbox"/> Funding from YMSC (Please provide the estimated amount or budget you are expecting if you wish for your visit to be funded by YMSC) <input type="checkbox"/> Other		
Duties during the leave	<input type="checkbox"/> I have course in Tsinghua during my leave. Name of the course: Time of the course: Replacement of teacher during your leave: <input type="checkbox"/> I don't have course in Tsinghua during my leave. <div style="text-align: right;">Signature of Academics Office: _____</div>  (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	