

**THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN**  
**SCHOOL OF SCIENCE AND ENGINEERING**  
**GRADUATE STUDENT ANNUAL LEAVE APPLICATION FORM**

**Note:**

1. MPhil/PhD Students are entitled to have annual leave up to 14 working days.
2. This form should be completed and returned to the Programme Office before the starting date of the applicant's annual leave.
3. Late application will **NOT** be accepted.

<b>Part I. Personal Particulars</b>	
Name: (in English) _____ (in Chinese) _____	Student I.D.No.: _____
Programme: _____ Year of Attendance: _____ (dd/mm/yy)	Contact Tel. No.: _____
I.D. Card No.*: _____	
<i>*Please complete the following if you do not possess an I.D. Card</i>	
Passport No.: _____ Issuing Country: _____	
Home Address and Telephone No. : _____	
Mobile Tel. No.: _____	
<b>Part II. Application for Annual Leave</b>	
Requested Leave Period:	Start Date (dd/mm/yy): _____ End Date: (dd/mm/yy): _____ Durations for Annual Leave: _____ Working Days
Cumulative Annual Leave You Have Taken: _____ Working Days	
<b>Part III. Personal Information Collection Statement</b>	
<p>1. The personal data provided on this form will be used in the processing of this application. All information provided, when no longer required, will be destroyed.</p> <p>2. Information provided on this form may be transferred to other departments/ administrative units within CUHK(SZ) for consideration and granting approval, where applicable.</p> <p>3. For correction of or access to the personal data after submission of this form, please contact SSE Office: (Tel. No.: (86)755-84273833, Fax No.: (86)755-84273693, e-mail address: <a href="mailto:pg_sse@cuhk.edu.cn">pg_sse@cuhk.edu.cn</a>).</p>	
_____	_____
Date (dd/mm/yy)	Signature

**Part IV. Recommendations**

Endorsed                       Not Endorsed

Remarks (if any): \_\_\_\_\_

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Signature of Main Supervisor

Endorsed                       Not Endorsed

Remarks (if any): \_\_\_\_\_

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Signature of the Programme Coordinator

Endorsed                       Not Endorsed

Remarks (if any): \_\_\_\_\_

\_\_\_\_\_  
Date (dd/mm/yy) :

\_\_\_\_\_  
Signature of the Chair of Graduate Panel