

NATIONAL UNIVERSITY OF SINGAPORE LEAVE APPLICATION FORM FOR GRADUATE STUDENTS

Instructions:

- All leave applications must be submitted at least 2 weeks prior to the proposed leave period. **** Leave of Absence (LOA) system will not be available during exam period until exam results release and hence, students should try to avoid applying for LOA during then or apply in advance ****
- **For Holiday Leave:**
 - (i) **Research Scholars** please apply for your Holiday Leave online via <https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>
 - (ii) **Non RS scholars/Self-financed Full-Time and Part-Time students (including students whose research scholarship has expired)**, please apply for your Holiday leave using this form (under the Other Leave) category. Students are encouraged to purchase personal travel insurance if they are travelling overseas.
- **For Conference/Study leave:**
 - (i) Once your leave application is approved by the Department, an approved leave form will be sent to you. Please apply for the Leave of Absence (LOA) via myEduRec system and upload the approved leave form and supporting documents in a single PDF file online.
If you require a certificate of Travel Insurance for an overseas official trip (activities or purposes approved, endorsed, organized, sponsored or authorised by NUS), please obtain one (<https://myportal.nus.edu.sg/studentportal/studentinsurance/all/docs/STI-Request-of-Certificate-of-Insurance-for-Overseas-University-Visa-Permit-Application.xlsx>) from NUS Insurer. For more information, please refer to this <https://myportal.nus.edu.sg/studentportal/student-insurance/all/> .
- Upon your return from leave, please inform the Department staff (through your Thesis Advisor) the date of return via email.

PART I: To be completed by applicant	
1. Name:	2. Program (e.g. M.Sc., Ph.D.):
3. Student ID:	
4. Department: Biological Sciences	
5. Type of leave required (please tick accordingly):	
i) <input type="checkbox"/> Conference Leave * * Please attach the supporting documents. (email correspondences, invitation, etc...)	
Start date: _____	
End date: _____	
Details*: _____	
ii) <input type="checkbox"/> Study Leave (e.g. research collaboration, field-trips, collection of research materials and etc.) * * Please attach the supporting documents (email correspondences, invitation, etc...)	
Start date: _____	
End date: _____	
Detail(s)*: _____	
ii) <input type="checkbox"/> Other Leave	
Start date: _____	
End date: _____	
Detail (s)*: _____	

7. Place(s) of visit outside Singapore during leave:

8. Forwarding address / email / contact no. during leave:

Signature: _____

Date: _____

PART II: To be completed Main Thesis Advisor

Application is supported / not supported

Comments (if any):

Name / Signature: _____ Date: _____

PART III: To be completed by Head of Department

Application is approved / not approved

Comments (if any):

Name / Signature: _____ Date: _____