

**Department of Applied Mathematics The Hong Kong Polytechnic University**  
**Master of Science in Applied Mathematics for Science and Technology 63022**  
**(Decision Science / Actuarial and Investment Science)**

Leave Application form

If you are a non-local student and if your student visa is sponsored by the Department of Applied Mathematics, you are required to seek approval before taking leave, especially if you would be travelling out of Hong Kong. In case a student failing to obtain official approval from the Department before taking leave, the Department would consider terminating his/her visa sponsorship. *(Note: The personal data provided in this form will be destroyed when they are no longer in use.)*

Name (English): \_\_\_\_\_ 姓名 (中文): \_\_\_\_\_

Student Number: \_\_\_\_\_ Contact telephone number: \_\_\_\_\_

Leave Period from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

Will you be leaving Hong Kong during the period? YES / NO (delete as appropriate)

Contact information during the leave period:

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Do you have any Tests, Exams, or any due of assignments of any subject you are taking over the leave period you are applying? YES / NO (delete as appropriate)

Reasons for the leave application: \_\_\_\_\_

Your student visa is valid until \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(dd / mm / yyyy)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please submit the completed form to the General Office HJ609 at least 14 days before the commencement of the leave period you are applying.**

For office use only:

I approve / do not approve this application.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Programme Leader / delegates

For those who plan to leave Hong Kong permanently

I confirm to leave Hong Kong permanently on my own decision. In case the examination result in this semester is unsatisfactory, I will give up the right to appeal the subject(s) as I will not be in Hong Kong during the appeal period. If I need to re-take the subject(s) in order to graduate from the programme 63022 after I leave Hong Kong, it is my own responsibility to pay the application fee for the Student Visa to re-visit Hong Kong. I will contact AS about the arrangement of congregation and the collecting of award parchment.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_