

Name:

Student ID:

Email:

Mobile:

Date

Subject: Request for Overseas Leave

Dear President of Naresuan University,

I am, student of the Faculty/School of

I am writing to inform you that I am planning to go on a[duration] trip to[city and country] . I am requesting[duration] of leave from Thailand, starting from[start date] to[end date] with the following purposes;

- Collect research data
- Attend an international conference
- Travel back to my home country
- Be treated for medical problem
- Fulfill work commitments
- Go for vacation/traveling
- Go for an official study visit/ a training
- Others (specify).....

I will be responsible for any expenses concerned and occurred during my stay out of Thailand e.g. air ticket, illness, injury, accident. Therefore, I request you to please approve my leave from the university.

Your kind consideration in granting me this leave would be highly appreciated.

Sincerely yours,

Signature.....
(.....)

<u>Decision of Advisor</u>
<input type="checkbox"/> Approve
<input type="checkbox"/> Disapprove;
reason.....
Signature.....
Date...../...../.....

<u>Decision of Dean / Director of the Faculty / School / College</u>
<input type="checkbox"/> Approve
<input type="checkbox"/> Disapprove;
reason.....
Signature.....
Date...../...../.....