

**To: The Dean of Students**

I Shri/Kumari \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having an enrollment number as AU-\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a leave in the university for the time duration of (A Semester/A Year). I am applying because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I hereby inform you that I will be liable to complete all the due work after the leave. If i fail to do so, University is fully allowed to take the required actions on me

Signature of the Dean: Signature of the Applicant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dear Applicant:** You are requested to submit this application form along with the Supporting Documents which justify your reason for the leave. You can take the leave only if the application is approved. In other cases, university will work as per their guidelines.