

Application for Study Leave for Students Going Abroad

Student number Faculty

1. Full name

2. Name with Initials

3. Permanent Address

4. Contact Information
Mobile -
Fixed -
Email -

5. Have you already obtained a deferment Yes No

If yes, state the academic year

6. Academic year applicable for leave to travel abroad 20 /20

Current stage of the academic programme 1st 2nd 3rd 4th

7. Purpose for going abroad

i) If it is for an academic programme :

a) Name of the programme

b) University / Institute

c) Duration

d) Country

e) Do you wish to apply for a credit transfer

If yes, state the relevant subject codes that you wish to credit transfer

*The application for credit transfer can be obtained from the Academic Division.

ii) If it is for a Nomination by University

a) Reason

b) Duration

c) Country

iii) Personal Visit

a) Reason

b) Duration

c) Country

8. Details of Examination/Academic programme/course unit you are unable to follow/complete due to the above visit.

Academic Year

Examinations

Course units

I certify that this information is true and correct to the best of my knowledge. I am aware that if proved that misleading and inaccurate information is provided, my appeal will be rejected and disciplinary actions may be taken.

Signature of the student

Date

For office use

Is the Academic programme request by the student is approved by the University of Kelaniya ?

Yes

No

If the student is from Faculty of Humanities or Social Science, Recommendation of the Director/Inter-Faculty Curriculum Coordinating Unit- Recommended / not recommended

Checked by -

Signature -

Date -

Recommendation of the Dean of the Faculty - Recommended / not recommended

Signature -

Checked by -

Date -

Recommendation of the Appeal Committee :

Appeals Committee Meeting No

Date of Appeals Committee Meeting