Graduate Student
Personal Leave Application
Department of Chemistry and Biochemistry
Florida International University

Date: ____________________________

Student’s Name: _______________________________________________________

PID#: _________________________________________________________________

Proposed vacation date: From: ____________________ To: ____________________

Name of student’s Advisor: ________________________________

Approval of student’s Advisor: _________________________________________________

Signature ____________________________ Date ____________________________

Name of TA Coordinator: ________________________________

Approval of TA Coordinator: _________________________________________________

Signature ____________________________ Date ____________________________

Name of Graduate Program Director: ________________________________

Approval of Graduate Program Director: _________________________________________________

Signature ____________________________ Date ____________________________

• Students on TA support need approval from your advisor; Dr. Palmer Graves or Dr. Milagros Delgado; and Dr. Lees or Dr. Kim.

• Students on RA support need approval from your advisor and Dr. Lees or Dr. Kim.

• Students on FIU fellowships (DYF, DEA, PF, and PEA etc.) need approval from your advisor and Dr. Lees or Dr. Kim.

IMPORTANT:
Failure to return early in the week prior to the start of the semester could result in the cancellation of your Assistantship. Therefore, it is critical that you apply for your visa as soon as you arrive overseas. Waiting until the last minute to apply for visa, will increase the probability that you will be late in returning to work.

Please be aware that failure to complete a signed Personal Leave Application form before leaving for an extended time could also result in cancellation of your Assistantship.

Revised September 2012