

**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.