

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Absence-from-Hong Kong Form
For Student travelling abroad

I.

Student Name _____ Student No. _____

Program _____

Travel Itinerary

From (DD/MM/YY)	To (DD/MM/YY)	City / Country	Purpose of Travel (<i>Note 2</i>) (Please attach additional sheets if necessary)

Signature: _____

(Applicant)

Date: _____

II. Approval of Supervisor/Office

Signature: _____ Name & Position: _____ Date: _____

Notes

1. Student making day trips that do not involve overnight stay are not required to complete the form.
2. Brief descriptions of the planned activities for each date / period at each destination should be stated. Any subsequent changes to the itinerary require further endorsement by supervisor/Office
3. Please ensure that you have valid travel insurance policy before you make the trip