

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY,  
TRIVANDRUM—695 011, INDIA**

**Application for Leaving Station / Headquarters (Foreign Visits)**

1. Name & Student Code :
2. Course :
3. Date of Joining :
4. Passport No. :  
(Copy of passport to be submitted)
5. Visa Details :
6. Details of foreign travel to be undertaken (Copies of relevant papers to be submitted):

Period of abroad		Name of Foreign Countries to be visited	Purpose	Estimated expenditure (Travel; board / lodging; visa; misc, etc.)	Source of funds	Remarks
From	To					

7. Details of previous foreign travel including private foreign travel, if any undertaken during the last 4 years.  
Please use additional sheets(s), if required.

Period of abroad		Name of Foreign Countries visited	Purpose	Expenditure (Travel; board / lodging; visa; misc, etc.)	Source of funds	Remarks
From	To					

**Undertaking**

I undertake that I will return to India on the expiry of my leave and will not accept any job or join any course during the period of my stay abroad, failing which I will be liable to disciplinary action.

Date: \_\_\_\_\_ Signature of the applicant \_\_\_\_\_  
 Remark of HOD (Including the details of alternate duty arrangements made)

Signature of HOD \_\_\_\_\_  
 Remarks of Division of Academic Affairs \_\_\_\_\_

Dealing Assistant      AAO (Academic)      Registrar/Dy.Registrar      DEAN

Sanctioned / Not Sanctioned

DIRECTOR