



**VISVA-BHARATI**  
Santiniketan  
**STUDENTS' LEAVE APPLICATION**

Sl. No. ....

To  
The Superintendent/Warden  
..... Girls' Hostel  
Visva-Bharati

Date : .....

Through HOD .....

Sir/Madam,

I am a student of ..... Department, ..... Bhavana/Vibhaga.

I beg to apply for leave for ..... Day(s) from ..... to ..... I shall come back on .....

Name of the Applicant (Block letter)	
Telephone No.	
Name of the Hostel	
Reason for Leave :	
Address of his / her destination : If not going home reason is to be verified by the HOD (i.e. Field work / Interview / Library / Seminar etc.)	Address Verified : (Tick out if satisfied)
Permanent Address / Home Address with Guardian's Name and Telephone No.	Address Verified. (Tick out if matches with the Office Record)
Opinion of the HOD : (Permitted / Not permitted)	(Signature of the HOD with seal)
Received application by the Hostel In-Charge on ..... as ..... Time	(Signature of the Hostel in-Charge with Phone No.)

The statements made above is true to the best of my knowledge and belief. In case any information is found false or incorrect shall be liable for disciplinary action by the University.

Signature of the Student with Date

*(To be detached and submitted to Hostel Warden on return)*

**CONFIRMATION OF VISIT**  
(to be filled up by Guardian / Parent)

Sl. No. ....

Name of Student :

Name of Guardian / Parent :

Mobile No. :

Arrival at Home		Departure from Home		Mode of Transport to be used (Flight/Train/Bus/Any Other)
Date	Time	Date	Time	

*N.B. This receipt must be produced on return,  
without this the student will not be allowed in the hostel*

Full Signature of the Guardian/Parent with Date