# Academia Sinica Student Leave Sheet

**For Taiwan International Graduate Program in Molecular and Cell Biology**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
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**Lab location:**

**Reason for leaving**

**Contact information**

(E-mail/Phone no./Mailing address)

Do you plan to go out of Taiwan?

Please fill in the right column

(For private trip only)

| □ NO | □ YES |

**Destination:**

**Duration of leaving**

| From: _______________________(MM/DD/YY) | To: ______________________(MM/DD/YY) | Total (_______) days* |

**Student’s Signature**

**Date:** ____________ (MM/DD/YY)

The expired date of ARC:

| ________(MM/DD/YY) |

**To be completed by Thesis Advisor:**

| Advisor’s Name: ______________________(In print) | Signature from advisor: ______________________ |

Recommendation: ___ Approve ___ Disapprove

| ____________ (MM/DD/YY) |

**Remarks:**

1. Please return the completed form to the TIGP-MCB Office after you have obtained the necessary signatures from your thesis advisor and the chair of Student Affair. Failure to comply with the regulation may result in termination of your fellowship.

2. Any student who leaves during semester, in addition to complete the above forms also needs to get signatures from the course lecturers (see Form 604) and send to the MCB Office as a record.

3. If you leave more than 14 days, the fellowship will be temporarily suspended until you return.

**Signature from Student Affair Committee Chair**

Dr. Wen Chang *(in print)*

Leaving date more than 7 days

MCB Coordinator’s Signature

Dr. Nan-Shih Liao *(in print)*

MCB Office Recording