

**OFFICER CADETS/ DAY SCHOLARS LEAVE APPLICATION**  
**FOR ABROAD/OVERSEAS VISITS**

**PART I**

1. Name .....
2. Intake .....
3. Student Registration No. ....
4. Pass port Number .....
5. Stream .....
6. Academic Year: 1<sup>st</sup> Year/2<sup>nd</sup> Year/3<sup>rd</sup> Year/4<sup>th</sup> Year/5<sup>th</sup> Year .....
7. Type of Leave  
a. Academic                       b. Personal   
c. Sports event                       d. Other
8. Leave applied:      Form ..... Hrs ...../ ..... 20.....  
                                    To ..... Hrs ...../ ..... 20.....  
                                    No of Days: .....
9. Brief description and Date of Reporting to KDU after the leave .....
10. Flight details if available .....
11. Address during the leave period  
.....  
.....  
.....
12. Address Father/Mother/Guardian during the leave period  
.....  
.....  
.....
13. Contact Details during leave period  
a. Fixed .....
- b. Mobile .....
- c. Contact No incase of Emergency .....
- d. Fax .....
- e. E- mail address .....

Date: ..... .....  
Student Signature

---

**PART II**

14. Remarks: .....
  15. Recommended/ Not Recommended
- Date: ..... .....  
Assistant Registrar
- 

**PART III**

16. Remarks: .....
  17. Recommended/ Not Recommended
- Date: ..... .....  
Head of the Department

---

**PART IV**

18. Remarks: .....

19. Recommended/ Not Recommended

Date: .....  
Dean of the Faculty

---

**PART V**

20. Remarks: .....

21. Recommended/ Not Recommended

Date: .....  
Squadron Commander

---

**PART VI**

22. Remarks: .....

23. Recommended/ Not Recommended

Date: .....  
Dean - FDSS

---

**PART VII**

24. Remarks: .....

25. Recommended/ Not Recommended

Date: .....  
DVC (Academic)

---

**PART VIII**

26. Remarks: .....

27. Recommended/ Not Recommended

Date: .....  
DVC (Defence)

---

**PART IX**

28. Remarks: .....

29. Recommended/ Not Recommended

Date: .....  
VC