



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering (PCCoE)
(An Autonomous Institute)
Affiliated to Savitribai Phule Pune University (SPPU)
ISO 21001:2018 Certified by TUV SUD

LEAVE APPLICATION FOR FOREIGN STUDENTS

To,
The Dean,
International Relations,
PCCOE, Pune – 411044.

Subject: Application for Permission to Travel and stay Outside Hostel on Personal Responsibility

Respected Sir/Madam,

I, _____, holding passport number _____, a citizen of _____, currently participating in the Internship/Academic Program at PCCOE, Pune, wish to apply for permission to travel outside the hostel premises during my stay in India.

Details of Proposed Travel

- Date of Departure: _____
- Date of Return: _____
- Purpose of Visit: _____
- Places to be Visited: _____

- Mode of Travel (Train/Flight/Bus): _____

I confirm that:

1. This travel is being undertaken at my own risk and responsibility.
2. I have informed and obtained prior permission from my home university and/or parents for this travel.
3. I will comply with all rules and regulations prescribed by FRRO and Indian immigration authorities, and carry my passport and visa documents at all times.
4. I will ensure I return to the PCCOE hostel on the date stated above and inform the hostel/international office immediately upon return.

5. I fully understand and accept that PCCOE will not be held responsible for any mishap, legal issue, or unexpected event occurring during my travel.

I kindly request you to grant me permission for the above-mentioned travel.

Thanking you for your understanding and support.

Yours sincerely,

Sign of the student: _____

Full Name of the Student: _____

For Office Use Only

Permission Granted

Permission Not Granted

Signature (Dean - IR): _____

Date: / /20____

Remarks (if any): _____