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EE/ 109 /16

ቁጥር :
Ref. No. 29th August, 2016

**EMBASSY OF THE
FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
NEW DELHI**

ቀን :
Date

**Ethiopian Government Sponsored Students
INDIA.**

Sub.: Notification to Embassy required before leaving University/institute.

Dear Students,

This is to request you all Government sponsored scholars please notify the Embassy before moving out of the university/institute (for any reasons like after thesis submission, for data collection, for attending conferences and any other personal reason) by writing a signed application. Your application must be supported by permission from the university and university permission letter must contain the reason and duration of leaving the campus.

In case any scholar has to extend his/her leave or duration of stay outside the campus he/she has to again notify us for the extended permission with all supporting documents mentioned above along with the format attached.

In absence of not following the regulation the Embassy will be forced to intimate your sponsored government body i.e. Ministry of Education to take further action.

With regards,

Asfaw Dingamo
Ambassador Extraordinary
and Plenipotentiary

**cc: 1. State Minister-Higher Education
Ministry of Education**



7/50 G, Satya Marg, Chanakya Puri, New Delhi -110 021

☎ : +91-11 2611 9513 / 2611 9514 Fax : +91-11 2687 5731

Email: delethem@yahoo.com Website : www.ethiopianembassy.org.in

FORM-5

Notification to Embassy before Leaving university/institute

Student Name: _____

Name of the Institute/University _____

Field of Study/ Course Name: _____

[e.g. B.Sc. (Chemistry), M.E. (Physics), M.Sc. (Wood Sc.), M.A (English), PhD (Agriculture)]

Purpose of leaving: _____

Starting Date of leave _____

Tentative Re-Joining date at Univ./institute : _____

Passport No.: _____

Tel.No.: _____ Mobile No.: _____

Email – Id: _____

Last Payment Collected Living & Accommodation Allow. (like Jan'2015 to March 2015 or Apr'15 to June'15) _____ to _____

Thesis/Research Allowance for the Year (like 2014/15 or 2015/16 etc.) _____

Student Signature: _____

Date: _____

FORM-6

Notification to Embassy on Re-Joining university/institute

Student Name: _____

Name of the Institute/University _____

Field of Study/ Course Name: _____

[e.g. B.Sc. (Chemistry), M.E. (Physics), M.Sc. (Wood Sc.), M.A (English), PhD (Agriculture)]

Purpose of leaving: _____

Starting Date of leave _____

(as per the leave approval by Indian Univ./Institute)

End date of leave) _____

(as per the leave approval by Indian Univ./Institute)

Re-Joining date at Univ./institute : _____

(If this date is greater than the date approved by your Indian university written explanation required)

Passport No.: _____

Tel.No.: _____ Mobile No.: _____

Email – Id: _____

Details of pending back pay

S. No.	Description	Mention the Period	Amount in (USD)
1.	LA for the Period	Example: April '2016 to Sept'2016 @ USD 350.00 per month	
2.	Thesis & Research Allow.	Example: For the year 2015/16	
	Total (in USD)		

Student Signature: _____

Date: _____