

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY  
CENTRAL OFFICE FOR UNIVERSITY HOSTELS  
REQUEST FOR LATE ENTRY / LEAVING EARLY FROM HOSTELS**

Hostel:

Date.....

Kindly grant permission to the following students to leave early / enter late in the hostel on

.....(date) at.....a. m./p. m.

Room No.	Name	Hostel admission Number & date of admission	Signature

Purpose:

Signature of Hostel Secretary/Matron  
Seal

**Recommendation from Head / Assistant Warden**

The purpose is genuine and hence commences:

Signature & Seal of  
Head of Department / Assistant Warden

Forwarded to Security Officer:

Office Seal

Signature of  
Chairman of Council of Wardens

Permitted

Signature of  
Security Officer, CUSAT