

留学生请假申请表 Application Form of Leave of Absence (Class _____班)

中文姓名 Chinese name		英文姓名 English name		国籍 Nationality	
护照号码 Passport No.		联系电话 Tel		去向 Destination	
离校时间 Leave-school time		拟返校时间 Back-to-school time			
事由 Reasons					
紧急联系人 Emergency contact person (ECP)		与联系人关系 Relationship with ECP		联系人电话 Tel of ECP	
<p>请假期间，须遵守中国法律、法规，保护自身财产安全，遇到紧急事情及时和办公室老师或班主任取得联系，并报警；并且对自己的一切行为负全部责任。</p> <p>You shall obey the law and regulations of China and ensure your personal and property security during the period of leave. If you meet any emergency, please report to the police station and contact the staff in our Office or your tutor immediately. You are fully responsible for all your actions during the period of leave.</p>					
申请人签字： Signature: _____		日期： Date: _____		返校签字： Signature (back-to-school): _____	
				日期： Date: _____	
辅导员签字： Tutor signature: _____		日期： Date: _____		任课教师签字： Lecturer signature: _____	
				主管院长签字： Dean (in charge) signature: _____	

(学院办公室留存)

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(学院办公室留存)