

河海大学外国留学生休学审批表

Application Form to Suspend for International Students of Hohai University

学号 Student ID		层次: 博士 硕士 本科	
		Degree: Doctor <input type="checkbox"/> Master <input type="checkbox"/> Bachelor <input type="checkbox"/>	
姓名 Name			
性别 Gender		国籍 Nationality	
学院 College		专业 Major	
电话 Telephone		Email	
休学时间 Duration of Suspension	从 From 年(Y) 月(M) 至 To 年(Y) 月(M)	签证日期 Visa Expired Date	
个人申请 Personal Statement	申请人 Applicant's Signature : 日期 Date :		
所在院系 意见 College	(研究生 Master/Doctor)	学院院长领导签字 Director : 日期 Date :	
	(本科生 Bachelor)		
	导师签字 Supervisor : 日期 Date : 教学秘书签字 Secretary : 日期 Date :		
国教院领导意见 International School	院领导 Director : 日期 Date :		
办理结果 Results			

备注:

1. 外国留学生填写此表并征得学院同意后提交至国教院教务办, 由受理科室负责整理后报相关领导审批并通知申请者办理结果。一般学院领导审批办理时间为五个工作日。
2. 审批通过后, 申请者应办理离校手续后方可离校。
3. 外国留学生应在休学期满一个月前向国际教育学院提出复学申请, 逾期不办复学手续视为放弃学籍。

Remarks:

1. Applicant shall fill in this form and get approval by the college, then submit to the academic office of IS, who takes charge of reporting it to the relevant leaders for approval and informing the applicants of the results. The time for approval by the leaders is five working days.
2. After approval, the applicant shall go through the procedures of leaving university before leaving.
3. Foreign students shall apply to the IS for resumption ONE MONTH before the end of the suspension. Failure to go through the procedure of resumption within the time limit shall be deemed as abandonment of their studies.