

# 河海大学外国留学生请假申请表

## The Leave Application Form of 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		国籍 Nationality	
学院 College		专业 Major	
护照号 Passport No.		导师电话 Supervisor's Mobile	
已修学分 Credits received		应修学分 Credits required	
电话 Telephone		Email	
离开日期 Leave Date		返校日期 Return Date	
原因 Reasons			
个人承诺 Personal Statement	<p>在此承诺, 在我请假期间, 我会照顾好自己, 并对自己的安全负责。 I hereby commit that I will take care of myself and take responsibility for my safety during my absent.</p> <p>签名 Signature: 日期 Date:</p>		
所在学院意见 Comments from your College	<p>( 研究生 Master/Doctor )</p> <p>导师签字 Supervisor : 日期 Date :</p>	<p>( 本科生 Bachelor )</p> <p>辅导员签字 Consellor : 日期 Date :</p>	
国教院领导意见 International School	<p>院领导 Director : 日期 Date :</p>		
办理结果 Results			

备注:

1. 外国留学生因病或其他原因外出必须履行请假手续。请假超过三个月的, 需办理休学。申请者填写此表并征得学院同意后提交至国教院学生办, 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. 请假获批后, 留学生应及时通知相关任课教师。
3. 学习期限内请假总时长不超过 6 个月 ( 不含寒暑假 )。
4. 请假结束后请及时至国教院学生办办理销假手续。

Remarks:

1. International students shall fill in this form when they go out due to illness or other reasons. If the leave is more than three months, the students need to apply to suspend the studies. Applicant shall fill in this form and get approval by the college, then submit to the students' affairs 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 the application is approved, the applicant shall inform the relevant teachers in time.
3. The total time of asking for leave within the study period shall not exceed 6 months (excluding winter and summer holidays).
4. Please go to the students' affairs office to go through the formalities for cancellation of leave in time after return.