

外国留学生请假单

WRITTEN REQUEST FOR LEAVE

请假人：
Passport Name: _____

国籍：
Nationality: _____

请假日期：
Request Date: dd mm yy

返校日期：
Return Date: dd mm yy

请假理由：
Reason: _____

目的地：
Destination: _____

联系电话
Tel NO.: _____

【注意事项】 Points for attention

- 1. 奖学金生在学期内如因个人原因连续离校超过15日，或当月累计超过15天，取消发放一个月奖学金。
If a scholarship student is absent from school for more than 15 consecutive days due to personal reasons during the study period, or accumulates more than 15 days in a month, the scholarship for one month will be cancelled.
- 2. 学生离校，必须提交请假申请。否则将按照学校相关规定处理。
Students should submit a leave application when leaving school. Otherwise, it will be handled in accordance with the relevant regulations.
- 3. 请假学生必须在返校日期之前返校,有特殊情况不能按时返校的，应提前跟老师联系并说明原因。
Students who ask for leave must come back before the return date. Contact the teacher incharge and explain the reasons for not on-time return.
- 4. 请假的学生返校后应马上与CIE110取得联系，并到CIE110扫脸签到。
Students who have taken leave should contact CIE110 once you are back, and sign in by facial recognition at CIE110.
- 5. 请假学生在外期间不得从事危险或违法活动,在外从事的行为由学生本人承担责任,学校不承担任何责任。
Don't engage in any dangerous activities and illegal crimes; students who ask for leave should be responsible for your own behaviors outside campus.
- 6. 请假学生在外要保管好自己的证件及随身物品，注意个人安全。
Students who ask for leave should take care of your certificates and personal safety and properties.

本人签名：
(Personal signature) _____

导师意见：
(Supervisor's signature) _____

年 月 日

年 月 日

专业学院审核：
Approved by the major college:
(加盖公章) _____

国际学院备案
Recorded by CIE:
(加盖公章) _____

年 月 日

年 月 日