

太原理工大学国际学生请假表

LEAVE APPLICATION

姓名: Name:	学号: Student No.:
性别: Gender:	护照号: Passport No.:
国籍: Nationality:	所在学院: College:
学生类别: 本科 Bachelor <input type="checkbox"/> 硕士 Master <input type="checkbox"/> 博士 Doctor <input type="checkbox"/> 语言生 Language <input type="checkbox"/>	
辅导员/导师姓名: Counselor/ Supervisor:	辅导员/导师联系方式: Telephone No.:
请假时间 (年月日) Date (yy/mm/dd) : 从 from _____ 至 to _____	
请假原因 Reasons:	
学生签字 Signature: 日期 Date:	
所在学院辅导员/导师意见: Comments from Counselor/ Supervisor:	
教师签字 Signature: 日期 Date:	
所在学院负责人意见: Comments from the student' s college:	
(学院公章 Stamp) 负责人签字 Signature: 日期 Date:	

请假 3 天以
内至此步骤

请假 3-7 天
至此步骤

国际教育交流学院负责人意见: Comments from College of International Education Exchange

请假 7 天以上至此步骤

(学院公章 Stamp)

负责人签字 Signature:

日期 Date:

注:

1. 本表须双面打印
2. 请假 3 天以内者须填写本表, 本科生由辅导员审批, 硕士、博士研究生由导师审批, 并告知国际教育交流学院班主任; 请假 3 天以上 7 天以内由专业学院国际学生工作负责人审批; 7 天以上及离校离境者由学院主管领导审批并交由国际教育交流学院国际学生管理办公室负责人审批; 请假 3 天以上及离校离境者均须将请假单复印件交至国际教育交流学院留学生管理办公室备案。
3. 若请病假, 事后须提供医院证明或小票。

PS:

1. Double-sided printing
2. Students who ask for leave within 3 days must fill this Leave application form, and the application Undergraduate and graduate students should be approved by counsellor and supervisor, respectively, than inform the head teacher of College of International Educational Exchange; Leave for more than 3 days and less than 7 days shall be approved by the person in charge of international student affairs of the professional college; If the applicant will leave school or ask for leave more than 7 days, the application shall be approved by the school's supervisor and submitted to the international student management director of College of International Educational Exchange for approval. Those who ask for leave for more than 3 days or who want to leave the university should submit a copy of the application form to the international student management office of College of International Educational Exchange for record.
3. In case of sick leave, a hospital certificate or receipt should be provided afterwards.