

请假单/Request for Leave

姓名 Name		国籍 Nationality		层次 Degree	
导师 Supervisor		研究所 Institute		学号 ID No.	
请假原因(必要时提供相关证明附件) Reason for Leave (Please provide the proof in the attachment when necessary) :					
请假期限 Duration of Leave:		Y M D —		Y M D	
返校时间 Date of Return (IEO only):		Y M D			

I assure that I will return back to school on time. In case of leave extension, I will e-mail International Education Office (IEO) a week before the approved date expires based on justified reasons, and process the Request of Leave once again. Those who has not returned back to school more than 2 weeks (no justified reason been provided), will be regarded as drop-out automatically.

Student Signature: Y M D

.....

请假单/Request for Leave

姓名 Name		国籍 Nationality		层次 Degree	
导师 Supervisor		研究所 Institute		学号 ID No.	
请假期限 Duration of leave: Y M D — Y M D					
请假原因(必要时提供相关证明附件) Reason for Leave (Please provide the proof in the attachment when necessary) :					
导师签字 Supervisor Signature:			研究所(主管部门)盖章 Institute Stamp		
负责人签字 Responsible Officer Signature:			研究生院国际教育处盖章 IEO-GSCAAS Stamp		
返校时间 Date of Return (IEO only):		Y M D			

I assure that I will return back to school on time. In case of leave extension, I will e-mail International Education Office (IEO) a week before the approved date expires based on justified reasons, and process the Request of Leave once again. Those who has not returned back to school more than 2 weeks (no justified reason been provided), will be regarded as drop-out automatically.

Student Signature: Y M D