江西财经大学来华学历留学生请假申请表

Excused Absence Request Form for JUFE Overseas Degree Students

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名  Name |  | 性别  Sex |  | 学院  School |  | | 学号  Student ID |  | |
| 国籍  [Nationality](javascript:;) |  | 护照号  Passport No. | |  | 手机号  Mobile Phone Number | |  | | |
| 学生层次  Program | | 本科 硕士 博士  □Bachelor □Master □Doctor | | | | | | | |
| 请假日期  Absent Date | | 日 月 年 ---- 日 月 年  D M Y ----- D M Y | | | | 共计天数  Total Days | | |  |
| 申请详细原因  Absent Reason | | \*\*After back to school, you must inform the Office of Overseas Student(OOS). | | | | | | | |
| 请假3天以内  Ask for leave less than 3 days | | **班主任或导师签字Get the signature of head teacher or supervisor**    签字:  年 月 日 | | | | | | | |
| 请假3-30天  Ask for leave 3 to 30days | | **1.班主任或导师签字。Get the signature of head teacher or supervisor**  签字：  **2.学院院长签字。Get the signature of Dean of School.**  签字： 单位盖章：    年 月 日 | | | | | | | |
| 请假30天以上  Ask for leave for more than 30 days | | **1.班主任或导师签字。Get the signature of head teacher or supervisor**  签字：  **2.学院院长签字。Get the signature of Dean of School.**  签字：单位盖章：  **3.教务处或研究生院签字。Get the signature of the director of Department of Studying Affairs（for bachelor） or Graduate School(for Master and Doctor)**.  签字： 单位盖章：    年 月 日 | | | | | | | |
| 海外教育学院意见  Decision form the Dean of Overseas Education School | | 签字： 单位盖章  年 月 日 | | | | | | | |
| 返校登记  register after back | | 返校日期： 年 月 日  Date of Arrival:  经办人(signature)： Tel of OOS :079-83816369 | | | | | | | |

**Please enclose supporting document s with this form.**

**During my absence I will abide by Chinese laws, rules and regulations of the university, pay attention to the personal property and security, and come back to school on time to have class.**

**Signature:**