

## 国际教育交流学院留学生请假条（任课教师联）

### Leave Application Form (Kept by Subject Teacher)

年级(Batch): \_\_\_\_\_ 专业(Major): \_\_\_\_\_ 学号(NO.): \_\_\_\_\_

请假人(Name): \_\_\_\_\_ 中文名(Chinese Name) \_\_\_\_\_

请假时间(Duration): 年(Y) \_\_\_\_\_ 月(M) \_\_\_\_\_ 日(D) \_\_\_\_\_ 时间(Time) \_\_\_\_\_

请假课程(Subject): \_\_\_\_\_ 请假课时(Hours): \_\_\_\_\_

请假原因(Reason): \_\_\_\_\_

#### NOTE:

- 1.The student has to apply for leave at least one day in advance and get the approval from SAO in work time. Any leave without the approval from SAO is invalid.
- 2.The student has to hand in the first copy to the subject teacher.
- 3.In emergency, the student can take leave from SAO. After coming back he/s he must fill in the Leave Application Form.

学生科签章(SAO Approval):

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