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Gender |  | 学院School |  | 学号Student ID |  |
| 国籍Nationality |  | 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 :0791-83816369 |

**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:**