**Excused Absence Request Form for JUFE non-degree students**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PassportNo.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Absent Date :\_\_\_\_D \_\_\_M\_\_\_\_\_Y to \_\_\_\_D\_\_\_M\_\_\_\_Y, Total Days\_\_\_\_\_\_\_\_\_\_\_**

**Absent Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Tel. number and a person who may be contacted in case of an emergency:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by Teacher One：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Two:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Three：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Four:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Five：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Six:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Seven：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Eight:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Return this form to the administrative office after signed by the concerned teachers)**