**东南大学留学生请假申请表**

**Leave Application Form of Southeast University**

|  |  |  |  |
| --- | --- | --- | --- |
| **英文名**  **Name in English** | **中文名**  **Name in Chinese** | **一卡通号**  **Campus ID card number** | **国籍**  **Nationality** |
|  |  |  |  |
| **学生类别**  **Undergratuate，Master or PhD** | **专业**  **Major** | **导师**  **Supervisor** | **经费办法**  **Source of funding** |
|  |  |  |  |
| **专业开始时间**  **Time to start major** | **专业结束时间**  **Time to end major** | **联系电话**  **Mobile Number** | **邮箱**  **e-mail** |
|  |  |  |  |
| **请假原因**  **Reasons for leaving** |  | | |
| **请假时间和前往地点**  **period of absence & destination** |  | | |
| ***Step1：***  **留学生办审核原因**  **Verify the reasons at Int’l Office** |  | | |
| ***Step2：***  **教学院系教务员**  **/研究生导师/汉语中心审批**  **Approval from**  **Teaching Department/Supervisor**  **/Chinese Center** |  | | |
| ***Step3：***  **海外教育学院教务办公室意见**  **Approval from Teaching Affairs Office of CIS** |  | | |
| ***Step4：***  **留学生办终审意见**  **Approval from Int’l Office** |  | | |

**Attention:**

**Students shall return on time and register with Int’l Office after arrival. If not, he(she) will lose the position in SEU.**

申请人Applicant：

申请时间Date：