**东南大学留学生请假申请表**

**Leave Application Form of Southeast University**

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| --- | --- | --- | --- |
| **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：