**东南大学国际学生请假申请表**

**Leave Application Form Southeast University**

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| --- | --- | --- | --- |
| **英文名**  **Name in English** | **中文名**  **Name in Chinese** | **一卡通号**  **Student Card Number** | **国籍**  **Nationality** |
|  |  |  |  |
| **学生类别**  **Undergraduate/Master/PhD/Other** | **专业**  **Major** | **导师**  **Supervisor** | **经费办法**  **Source of Funding** |
|  |  |  |  |
| **学生邮箱**  **E-mail** | **微信号**  **WeChat Account** | **联系电话**  **Mobile Number** | **紧急联系人**  **Emergency Contact** |
|  |  |  |  |
| **请假原因**  **Reasons for Leave** |  | | |
| **请假时间和前往地点**  **Absence Period & Destination** |  | | |
| ***Step 1：***  **教学院系教务员**  **/研究生导师和研秘/汉语中心审批**  **Approval from Teaching Dept. / Graduate Supervisor & Graduate Secretary/ Chinese Center** |  | | |
| ***Step 2：***  **海外教育学院教务办公室意见**  **Approval from Teaching Affairs Office of CIS (RM403)** |  | | |
| ***Step 3：***  **留学生办意见**  **Approval from Int’l Students Office (ISO, RM302)** |  | | |

**Applicant's additional commitment**

*I promise to return on time and report to ISO after arrival. If not, my student status in SEU could be canceled. I take full responsibility to keep my phone and email always available.*

*I understand leave up to 15 days for personal reason will be deducted this whole month stipend.*

申请人Applicant Signature：

申请时间Date：