

Nanjing University of Posts and Telecommunications
Application Form for leaving school of International Students
(Asking for leave for more than 3 days)
南京邮电大学外国留学生请假申请表(请假时间超过 3 天)

Name 姓名	In English 英文 (The full name on your passport.)		
Nationality 国籍		Date of Birth 出生日期	
Passport No. 护照号码		Gender 性别	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
Tel. No., E-mail. 电子邮箱和电话号码			
Student ID 学号		Application Date 申请日期	
Reason of leaving school 请假理由			
请假时间 Time of leaving school	From (date) to (date)		
申请人签名/Signature:			
Advisor's opinion	Signature Date		
School Opinion 学院意见	Overseas education school 海外教育学院	Management Dean 管理院长 (签字) room1-500(2)	Academic Dean 教学院长 (签字) room1-500(5)

注：请假超过三天请填写下此表格，并打印三份，教学秘书一份，辅导员一份，学生自己留存一份。回校两周内请携带请假申请表来留学生教务办公室进行销假手续。未按时销假按旷学处理。
 Please fill it out and print 3 copies if the leave is more than 3 days. One for 1-500(11), one for your advisor, one for yourself. When you come back to school, please take your form to 1-500 (11) and report your back in 2 weeks, otherwise you will be regarded as absence from school.