**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** | | **□Male男**  **□Female 女** | | | **Major专业** |
|  |
| **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Ms Tang（签字）room1-500(2) | | | | Academic Dean  教学院长Ms Jin（签字）room1-500(5) | | |

**注：请假超过三天请填下此表格，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教学秘书出进行销假手续。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, take your form to Ms lin and report your back in 2 weeks, otherwise you will be regarded as absence from school.**