**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.**