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| --- | --- | --- | --- |
| 姓名Name |  | 学号Student ID |  |
| 性别 Gender |  | 国籍Nationality |  |
| 出生日期Date of Birth |  | 院系School |  |
| 专业Major |  | 导师Supervisor |  |
| 学生类型Degree Program | ○ 博士生 Doctoral○ 学术硕士 Academic Master○ 专业硕士 Professional Master | 学习形式Study Mode | ○全日制 Full-time○非全日制 Part-time |
| 联系地址Contact Address |  |
| Email |  | 手机号Mobile |  |
| 请假时段Leave Request | 自From 至to ，共 天 days in total. |
| **请假事由 Personal Statement**申请人签名Signature: 日期Date：  |
| **导师审核 Supervisor Review**导师签字Signature: 日期Date:  |
| **院系学生办意见 Opinion of Student Affairs Office**签名Signature: 日期Date: |
| **院系意见 Opinion of School**○ 准假，自Approve to leave temporarily from 至to ○ 不予批准 Disapprove.签名Signature: 盖章 日期Date: |
| **销假情况 Back to School Report**申请人于The applicant is back to school on 返校并销假。学生签字Signature of the applicant: 日期Date: |

**说明Note：**

1. 本表一式一份，存学院教务办；请假达2周以上3个月以内，需报研究生院备案（陈瑞球楼327室）；请假时长达3个月及以上者，应办理休学手续。One copy of this form should be submitted to the Graduate Affairs Office of the School. If the requested period of leave is more than 2 weeks while within 3 months, the school shall report to the Graduate School. If the requested period of leave is more than 3 months, the student shall apply for suspension of schooling instead.
2. 如需退课，学生应持批准后的复印件至研究生院办理。If the applicant needs to drop courses, he/she should take a copy of the approved form to the graduate school and apply for it.
3. 请假期满，须及时到学院教务办销假。Upon expiration of the approved period, the application shall report back to the school.