

上海立信会计金融学院留学生校内请假单（学校存根）
Asking for Leave Registration Form for International Student, SLU

护照姓名 Passport Name		学号 Student No.	
请假时间 Period for leave	____年____月____日至____月____日，（ ）天 YYYY MM DD MM DD Day(s)		
请假类别 Type	<input type="checkbox"/> 病假 Sick <input type="checkbox"/> 事假 Personal affairs		
请假理由 Reason for leave	学生签名及日期： Signature & Date		
注 Notes: 1.留学生对单次课程的请假，由该课任课教师批准。 Asking for a single course leave is approved by the lecturer. 2.国际学生请病假应出具由正规医院开具的病假单，请病假一周及以内由辅导员批准，一周以上由学院相关负责人批准。 The International Students who apply for sick leave shall present the sick leave certificate issued by a regular hospital. The sick leave of one week or less shall be subject to approval by the counselor, while the sick leave of more than one week shall be subject to approval by the person in charge of the School. 3.国际学生一般不得请事假。确有特殊情况必须请事假者，应事前提出书面申请，并附必要的证明材料。请事假三天及以内由辅导员批准，三天以上由学院相关负责人批准。 The International Students are generally not allowed to take personal leave. Under special circumstances where they need to take the personal leave, they shall apply for leave in writing in advance and submit necessary supporting documents together with the application. The personal leave of three days or less shall be subject to approval by the counselor, while personal leave of more than three days shall be subject to approval by the person in charge of the School.			

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请假理由 Reason for leave	学生签名及日期： Signature & Date		
辅导员意见		分管领导意见	
签名： 批假日期：		签名： 批假日期：	
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