**国际学生请假条**

**Written Request for Leave for International Students**

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| 中文名  Chinese Name |  | | | 英文名  English Name |  | |
| 学 号  Student No. |  | | | 护照号码  Passport No. |  | |
| 国 籍  Nationality |  | | | 手机/Mobile Phone |  | |
| Email |  | |
| 院系及专业  School & Major |  | | | | | |
| 请假时间  Leave time | （From） 月 日 至（to） 月 日  MM DD MM DD | | | | | |
| 填表说明：（1）本表应附学生本人申请有关证明，如病假须有医院提供的病情诊断书或者建议休息证明；（2）学生离开苏州一周以上（含一周）的，须出具父母或者国内监护人出具的同意书（可手写签字，拍照提交，学院予以核实）；（3）学生请假出境，无论时间长短，均需到国际学院履行相关手续。（4）如外出，学生须保证自身和财产安全，在外期间个人安全一切由本人负责；（5）请假申请获得批准后须在指定时间返校，否则作无故旷课处理，并受相应处罚。  Notes: (1) Related certificates, such as medical certificate, should be attached to this application; (2) Students leaving Suzhou for more than one week (including one week) should offer a consent paper from parents or domestic guardians (signed by hand, submitted by photograph and verified by the college); (3) For those who go abroad, regardless of the length of time, they shall fulfill the relevant procedures the International College. (4) Students approved to leave promise he/she is completely responsible for his/her safety by their own; (5) Students approved to leave are required to return before the due time. Any student who does not return to class on due date will be regarded as absence and punishment may be imposed accordingly.  **请假制度：http://gjjl.jssvc.edu.cn/2019/1219/c2241a162163/page.htm** | | | | | | |
| 请假原因（Reason, e.g. purpose of visit, relation to visitee）：  签名(Signature)：  日期（Date）： 年 月 日 | | | | | | |
| 旅行期间，可联系到的家属的手机号码（the available mobile phone number during the trip） | | | | | | |
| 联系人姓名  Name of Contact Person | |  | | 联系人手机  Mobile Phone Number of Contact Person | |  |
| 联系人座机  Tel Number of Contact Person | |  | | 联系人邮箱  Email of Contact Person | |  |
| 班主任意见（Opinion of Head Teacher）：  签名(Signature)：  日期（Date）： 年 月 日 | | | | | | |
| 分管领导意见（Opinion of College Dean）：  签名(Signature)：  日期（Date）： 年 月 日 | | | | | | |
| 国际学院意见（Opinion of International College）：    签名(Signature)：  日期（Date）： 年 月 日 | | | | | | |
| 如外出旅行，请填写地点和行程(Travel away from Suzhou, please fill out the city and the schedule) | | | | | | |
| Date | | | Place | | | |
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