

# 中国人民大学国际学生请假申请审批表

## Application Form for the Leave of Absence for International Student of Renmin University of China

姓名 Name				学号 Student ID Number				
学院 School				专业 Major				
班级 Grade				手机号码 Cellphone number				
请假类型	<input type="checkbox"/> 延期返校 Late Arrival to the Campus	预计返校时间:      年    月    日 Expected Time for Returning to Campus:      year      month      date						
		目前居住地 <i>Current location</i>						
		境内 In Chinese Mainland	省份 Province			地级行政区 City		
		境外 Outside of Chinese Mainland	国家或地区 Country/Region			城市 City		
<input type="checkbox"/> 教学活动 请假 Ask for Leave of Absence for Academic Activity	请假时间:      年    月    日至      年    月    日 Time:      year    month    date to      year    month    date							
	请假课程信息 (须列明课程名称、任课教师、上课时间、上课教室等, 可附表) Detailed Information of the Courses that you have to be absent from. Please list the course title, the professor's name, time and venue of the course. Attachment allowed.							
	<p>【以下内容仅校内住宿学生需要离京或校外过夜时填写】 To be completed only by students with on-campus housing and having to leave Beijing or spend the night off campus.</p> <input type="checkbox"/> 当日离京返京, 目的地为: I will leave Beijing and come back to Beijing on the same day, and my destination will be _____ (name of the city). <input type="checkbox"/> 离校 2 日 (即校外过夜) 及以上, 居住地为: I will leave the campus for no less than two days (spend the night off campus), and I will stay at _____ (specific address).							
<input type="checkbox"/> 非教学活动离校 请假 Ask for Leave of Absence for Non-Academic Activity	请假时间:      年    月    日至      年    月    日 Time:      year    month    date to      year    month    date							
	<input type="checkbox"/> 当日离京返京, 目的地为: I will leave Beijing and come back to Beijing on the same day, and my destination will be _____ (name of the city). <input type="checkbox"/> 离校 2 日 (即校外过夜) 及以上, 居住地为: I will leave the campus for no less than two days (spend the night off campus), and I will stay at _____ (specific address).							
请假原因 Reasons for the absence	请假原因类别 Reasons for the absence		<input type="checkbox"/> 因病 Due to medical reasons		<input type="checkbox"/> 因事 Due to personal reasons			
	须附详细证明材料、情况说明等 <i>Detailed proof documents, personal application, etc. must be attached</i>							

	请假原因简述： <i>Brief Statement of the Reasons for the Absence</i>
申请人确认 Confirmation	本人确认所填信息属实，申请办理请假手续，将按期（返校）销假。 I confirm that all the information I filled out in this form is accurate and true. I apply for the leave of absence and will return to campus on time.  本人签字/Signature _____  年/Year 月/Month 日/Date
研究生导师意见 （仅已明确导师的研究生申请时填写） Permission from the Supervisor (graduate student only)	班主任意见 Permission from the Head Teacher of your class
签字/Signature:  年/Y 月/M 日/D	签字/Signature:  年/Y 月/M 日/D
学院（书院）意见 （请按照事由或学生类别管理权限至相关部门办理） Permission from the School	教务处意见 Permission from the Office of Academic Affairs （仅本科生教学活动请假一周以上时填写 To be completed only when an undergraduate student asks for leave of absence for academic affairs for more than one week）
主管领导签字（加盖公章）： Signature & Stamp  年/Y 月/M 日/D	主管领导签字（加盖公章）： Signature & Stamp  年/Y 月/M 日/D
研究生院意见 Permission from the Graduate School （仅研究生教学活动请假一周以上时填写 To be completed only when a graduate student asks for leave of absence for academic affairs for more than one week）	留学生办公室意见 Permission from International Students Office
主管领导签字（加盖公章）： Signature & Stamp  年/Y 月/M 日/D	主管领导签字（加盖公章）： Signature & Stamp  年/Y 月/M 日/D
销假情况（须本人至学院（书院）相关部门办理）： Resumption from the leave of absence (the student must report back from the leave of absence to the school in person)  本人签字： Signature: _____  年/Y 月/M 日/D	