**上海交通大学国际研究生请假审批表**

**Application Form for Asking for Leave** (for international graduate students)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Basic Information | Name |  | Student ID |  |
| Gender |  | Nationality |  |
| Class ID |  | Degree Pursued |  |
| Schools/Departments |  | Major |  |
| Tel |  | Email  |  |
| Application statement： Applicant’s signature: Date / /  |
| Leaving Period | from / / to / / |
| Advice of supervisor（导师意见）：Signature： Date / /  |
| Advice of School/Department（学院意见）： Signature: (Seal) Date / / |
| Advice of International Student Center（留学生发展中心意见）： Signature: (Seal) Date / / |
| Returning report |  Signature: (Seal of Academic Affairs Office of School/Department) |

Note:

1. The form should be in triplicate copies: one for the Academic Affairs Office of the School/Department; one for the International Student Center (B807, New Administrative Building); and one for the Academic Affair Office (Room 327, Chen Rui Qiu Building) of the Graduate School;
2. The student who asks for leave for up to 3 months(inclusive) should apply for Suspension of Schooling;
3. Once back from leave, the student is required to go to the School/Department to file a returning report. Otherwise he/she will be seen as playing truant.