**武汉大学来华留学生请假审批表**

**Leave Approval Form of Wuhan University International Students**

本科生Bachelor□ 研究生Master□ 博士PHD□

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 基本信息 | 中文姓名  Chinese name | | |  | | | 英文姓名  English name | |  | | |
| 国籍  Nationality | | |  | | 性别  Gender | |  | 学号  Student No. | |  |
| 培养学院  Training college | | |  | | | | 专业  Major |  | | |
| 住宿地址  Living address | | |  | | | | | | | |
| 联系电话  Telephone number | | |  | | 邮箱  Email | |  | | | |
| 请假原因（附有关证明材料）Reasons for leaving（attached with relevant materials to prove it）  申请人（签名）Applicant（signature） 年year 月month 日day | | | | | | | | | | | |
| 请假时间  Duration for leaving | | | From自 year年 month月 day日 To至 year年 month月 day日 | | | | | | | | |
| 培养学院班主任/导师意见Opinions from the head teacher/supervisor in your training college  签名Signature 年year 月month 日day | | | | | | | | | | | |
| 培养学院意见  Opinions from Training college | | 学院教学管理办公室/辅导员签字  Signature of Teaching Office / Counselor from Training college  盖章Stamp  年year 月month 日day | | | | | | 学院主管领导签字  Signature of Governing Leader  盖章Stamp  年year 月month 日day | | | |
| 国际教育学院意见Opinions from  School of International Education | | 教学科研办(104)意见  Opinions from Teaching Office(104)  签字  年 月 日 | | | 国际学生辅导员(111)意见  Opinions from Student Affairs Office(111)  签字  年 月 日 | | | | | 学院主管领导(413)意见  Opinions from Vice Dean(413)  签字  年 月 日 | |

注：本表原件留存国际教育学院来华留学办公室（111办公室），复印件交培养学院。

Note: The original form will be kept in Student Affairs Office (111 office) and the photocopy handed to training college.