**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)

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| 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.