

湖州师范学院留学生请假单（研究生）

Leave for International Student of Huzhou University

姓名 Passport Name:	学号 Student ID No.:	性别 Gender:	入学时间 Date of Enrollment: 年 Yr 月 Mon 日 Day
所 在 院 系 Major College/Department:	所学专业 Major:	护照号: Passport No.	国籍 Nationality:
费用类型: 202-湖州师范学院奖学金 Huzhou University Scholarship□中国政府奖学金 (CSC Scholarship) □孔子学院奖学金 (CIS Scholarship) □浙江省政府奖学金 (ZJ Government Scholarship) □自费 (Self-Supporting) □其他 (Others)			
电话/Telephone:		E-mail:	
住宿地址/Residence Address:			
请假时间 (Leaving Date): 至 Yr. Mon. Day To Yr. Mon. Day			
请假理由/Reason for Leaving			
外出地址/Place of Arrival			
班主任（学位点负责人）/导师意见 Head teacher/supervisor (Officer in Charge)’s suggestion	签名/signature: 盖章/stamp: 年 月 日 Yr. Mon. Day	学院（机构）意见(学历生) college(Institution)’s suggestion (Only for Major Students)	签名/signature: 盖章/stamp: 年 月 日 Yr. Mon. Day
研究生院意见 Graduate School’s Suggestion	签名/signature: 盖章/stamp: 年 月 日 Yr. Mon. Day		
国际教育学院意见 International College’s Suggestion	签名/signature: 盖章/stamp: 年 月 日 Yr. Mon. Day		
续假手续/Extension of Leave	日期: Date:	经办人签名 Officer in Charge: 年 月 日 Yr. Mon. Day	
销假手续 Log Off of Leave	日期: Date:	经办人签名 Officer in Charge: 年 月 日 Yr. Mon. Day	

备注：此表一式三份，请假者一份，学院（机构）辅导员处一份，国际教育学院一份。《湖州师范学院留学生请假安全承诺书》附后，请正反面打印。

Notice: This form of two copies, one for person who asks for leaving, one for college (institution) tutor. 《Letter of Commitment for Safety by Undergraduate Students' in Huzhou University》 is attached the other side.

湖州师范学院留学生请假安全承诺书

Letter of Commitment for Safety by International Student

本人已认真阅读了学校和学院（机构）的相关留学生管理规定，并认真填写了《湖州师范学院留学生留学生请假单》，履行了规定的外出请假手续。

本着对自己负责的态度，现郑重承诺：

一、本人外出期间，遵守国家各项法律法规和《普通高等学校学生管理规定》。注意个人人身及财产安全、交通安全，增强安全防范意识，在外出期间的一切安全责任自负。

二、本人及时向所在学院（机构）提供详细准确的外出地址、联系电话（包括变动后的地址及电话），保持通信畅通，以便联系，否则责任自负。

三、本人保证返校前需征得学院同意方可返回，返校后及时到学院学生工作办公室销假。

I've read the provisions on the administration for international undergraduate students of College (Institution) and University, have written carefully on "Leave for International Student of Huzhou University", Performed going out procedures as stipulated.

In order to take responsibility for myself, I hereby state that:

1. During my absence, I will comply with Chinese laws and regulations mean while "The provisions on the administration of students in regular institutions of Higher Education". Take care of the personal and property safety, pay attention to traffic safety, enhance the awareness of security, and take all the responsibility for security during absence.
2. I will provide detailed address and phone no. to college (institution) as well as research department in time. Keep communication smoothly for contact, otherwise I will take all responsibility.
3. I promise to get the approval before returning to school and shall log off the leave in students' affairs office in college after I come back.

承诺人：

Signature:

年 月 日

Yr Mon Day