|  |  |  |  |
| --- | --- | --- | --- |
| 学院  College |  | 班级  Batch |  |
| 姓名  Name |  | 学号  Student Number |  |
| 请假起至时间  Leaving from……to……  (Date & Time) |  | | |
| 请假事由Reason |  | | |
| 班主任意见  Approval From Class Teacher | 签字：  年 月 日 | | |
| 学院领导意见  Approval from College Leader | 签字（盖章）  年 月 日 | | |
| 对外合作交流处审批意见  International Exchange & Cooperation Division | 签字（盖章）  年 月 日 | | |
| 校领导审批意见  Approval from University Leader | 签字  年 月 日 | | |

疫情防控期间大理大学留学生请假审批表

Leaving Application Form of Dali University during Epidemic Prevention and Control Period（For International Students)

注：如果留学生有特殊原因需要离校，必须逐级请假。离开学校到大理市内须经所在学院审批，离开大理市到云南省内须经留学生教育服务中心审批，离开云南省须经分管留学生工作的校领导审批。请假7天以上，必须报对外合作交流处审批。不假外出按校纪校规严肃处理。留学生进出校门应有经校属学院审批的请假条，由保卫处负责审验。

All international students with special reasons to leave the university must take leave of absence on a step-by-step basis. Departure from school to Dali city is subject to the approval of the college, departure from Dali to other city of Yunnan is subject to the approval of the Education and Service Center for International Students, and departure from Yunnan is subject to the approval of the university leaders in charge of the work of international students. Leave of absence of more than 7 days must be submitted to International Exchange & Cooperation Division for approval. Departure without taking a leave will be taken seriously in accordance with rules and regulations of the university. International students entering and leaving the school should have a leave of absence approved by the respected college, which should be checked by Security Department.