**研究生请假申请表**

**Leave Application for** **postgraduate**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人姓名  Name | | |  | | 国籍  Nationality | |  |
| 年假 Annual Leave □  病假 Sick Leave □  事假Casual Leave □ | | | | | 前往目的地  Destination | |  |
| 起止日期  Leave Duration | | 从/From 年/Year 月/Month 至/to \_\_\_\_\_ 年/Year 月/Month  Total 共：\_\_\_\_\_\_\_\_\_\_\_\_\_Day 天 | | | | | |
| 联系电话Telephone No. | | | |  | | | |
| 请假事由  Reason of leave | | | |  | | | |
| 本人签字/ Applicant’s Signature:  日期/Date \_\_\_\_\_\_\_年/Year \_\_\_\_\_\_月/Month \_\_\_\_\_日/Day | | | | | | | |
| 指导教师意见 Supervisor’s comments | 导师签字:(Signature)：  年(year) 月(month) 日(day) | | | | | | |
| 研究生部审批意见 Comments of Graduate Division | 负责人签字 (Signature)：  年(year) 月(month) 日(day) | | | | | | |
| 销 假 时 记 载 | | | | | | | |
| 日 期 | | | 实际请假天数 | | | 经办人签字 | |
| 年 月 日 | | |  | | |  | |
| **说 明**  **Note**  **1, This Form should be with Graduate Division. (本表存研究生部）**  **2, Any leave should be approved beforehand.(请假须事先申请并获批准)**  **3, The postgraduate/postdoctor should report to the Graduate Division for** **back record when they come back to the institute. (研究生回所上班时须即到研究生部销假)** | | | | | | | |