**研究生请假申请表**

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

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| --- | --- | --- | --- |
| 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/MonthTotal 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)** |