**留学生请假申请表**

**International Student Leave Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **学生**  **Student** | **姓名**  **Name** | 中：    ENG： | | | | **学科专业**  **Programme** | | |  | | |
| **学号**  **Student ID** |  | | | | **科目**  **Subject** | | |  | | |
| **学位类别**  **Category** | | □专科/本科 Diploma/B.A. □硕士MA □博士PhD | | | | | | | | | |
| **请假类别 Types of Leave：（请打勾。Please tick one.）**  □病假 Medical □事假 Private Affairs □公假 Official □丧假 Compassionate leave | | | | | | | | | | | |
| **请假日期**  **Date** | 自 From | 年  yy | 月  mm | 日  dd | 时 至  hh to | | 年  yy | 月 mm | | 日  dd | 时  hh |
| (共计 天 时)  Total days hours | | | | | | | | | | |
| **请假原因**  **Reason** |  | | | | | | | | | | |
| **学生签名**  **Student’s Signature：**  **日期 Date：** | | | | | **国际教育学院 院长签名**  **Institute of International Education**  **Dean’s Signature：**  **姓名 Name:**  **日期 Date：** | | | | | | |

**注：（1）敬请附上请假证明，如病假单、出席活动证明等。**

**Please attach proof of leave, such as sick leave slips, proof of attendance, etc.**

**（2）请把《留学生请假申请表》及其证明电邮至iie@newera.edu.my**

**Please email the** **International Student Leave Application Form to iie@newera.edu.my.**