

Flow Chart for Leave Application Procedure

请假申请流程图

Applicant 请假申请人

1) Download and fill in the Leave Application Form

下载并填写申请表

2) Print the Academic Transcript 打印成绩单



Signature of Counsellor (Undergraduate Students)

本科生请辅导员签署意见

or Signature of Supervisor (Graduate Student)

研究生请导师签署意见



Submit to Student Counsellor 申请人向辅导员提交申请表和成绩单



Dean of International School 国教院分管院长签署意见



Student Counsellor 辅导员收到意见



Feedback send to Applicant 反馈给请假申请人