**Request Form for a Short Leave (up to 2 weeks) from Studies**

**请假申请**

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| **Student Name**  **姓名** |  | **Student ID**  **学号** |  |
| **Cohort**  **年级** |  | **Study Program**  **专业** |  |
| **Reasons for requesting the short leave:**  **请假事由：** | | | |
| **Leave Period**  **请假时间** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Supporting Materials (if any)**  **证明材料（如有）** | |  | |
| **Undergraduate Studies**  **本科教学部** |  | **Date**  **签批时间** |  |