

正修科技大學國務處外籍住宿生請假單
CSU Dormitory Leave Application for International Students

班級 (Class)	學號 (Student No.)	姓名 (Name)	聯繫電話 (Phone number)
請假事由 (Reason for leave of absence)			
請假時間 (Period for leave)	年(Y) 月(M) 日(D) ~ 年(Y) 月(M) 日(D)		
外宿地址(Accommodation address outside)			
外宿地址所有人姓名(Name of owner of accommodation address)		關係 (Relation)	
宿舍老師簽章 (Dorm teacher)	導師簽章 (Tutor)	國務處輔導老師簽章 (OIA teacher)	
國務處教官簽章 (OIA instructor)	生輔組長簽章 (Director of Student Assistance)	學務長簽章 (Dean of OSA)	
國務處處長簽章 (Dean of OIA)		校長簽章 (President)	

附註：

1. 本假單為外籍住宿生專用。
2. 外籍住宿生因個人因素，請假離開宿舍連續超過五日（含）以上，須提早 7 日填寫此假單，請假核准後，始准離開宿舍。
3. 在未獲核准而擅自離宿者，依住宿管理規定懲處。

Notes:

1. This Form of Leave of Absence is only for international boarding students.
2. If an international student asks for a dormitory leave for more than five consecutive days (inclusive) due to personal reasons, the student must fill in the leave form 7 days in advance. Only after the leave is approved, students are allowed to leave the dormitory.
3. Those who leave the dormitory without permission will be punished according to dormitory management regulations.

★(本假單核准後，請送回外籍學生住宿宿舍)