

正修科技大學國務處外籍生離台返國請假單
CSU Leave Application for International Students

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| 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) | |
| 導師簽章 (Tutor) | 系辦公室簽章 (Department Office) | 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. 本假單為外籍學生離台返國專用。
2. 外籍生因個人因素，請假離開台灣連續超過五日（含）以上，須提早 7 日填寫此假單，請假核准後，始完成請假手續。
3. 返台後，須主動到正修國際學舍向教官報到，並接受連續 14 日體溫量測，未依規定量測體溫者，將依校規懲處。

Notes:

1. This leave form is for international students leaving Taiwan to return to their home country.
2. International students who need to leave Taiwan for personal reasons for more than five days (inclusive) must fill out this leave form at least 7 days in advance.
3. Upon returning to Taiwan, students must proactively report to the instructor at the Cheng Shiu International Dormitory and undergo continuous body temperature monitoring for 14 days. Failure to comply with the temperature monitoring regulations will result in disciplinary action according to school rules.

★(本假單核准後，請送回正修國際學舍-劉國隆教官)