海南热带海洋学院外籍教师请假审批表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名Name |  | 性别Gender |  | 所在二级学院Dept. |  |
| 护照号Passport No. |  | 电话Tel. |  | 电子邮箱Email |  |
| 请假时间Duration of absence |  |
| 请假事由Reason for absence |  |
| 所在二级学院意见Approval opinion by the secondary school |  |
| 国际交流与合作处意见Approval opinionby Office of International Exchanges and Cooperation |  |
| 本人承诺，请假外出期间，安全问题由个人负责，并将根据请假时间按时返回学校。I will be responsible for personal safety issues during my absence period and will return to Hainan Tropical Ocean University accordingly.Signature:Date: |