海南热带海洋学院外籍教师请假审批表

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| 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 opinion  by 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: | | | | | | |