

Flow Chart for completing Leave Application Procedure

请假申请流程图

Fill the Leave Application Form 填写请假申请表



Signature of College Counsellor (**Undergraduate Students**)

本科生需要学院辅导员签字

or Supervisor Signature (**Graduate Student**)

研究生需要导师签字



Teaching Secretary (Ms. Li Junyu, Room 101)

国教院教务科（李君钰老师，101 房间）

Need to Show Academic Transcript to Teaching Secretary

需要出示成绩单



Student Counsellor (Room 103 or 104)

留学生辅导员（103 或 104 房间）



Vice Dean (Mr. Fan Rui, Room No 206)

副院长（范锐，206 房间）



Room 103 将表格拍照留存后，交到 103 房间

Jiangning Campus Student Counsellor: Room 104, Ms. Li or Mr. Ying,

Main Campus Student Counsellor: Room 103, Mrs. Catherine,

Changzhou Campus/Liveoff Campus Student Counsellor: Room 103, Ms. Xu