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|  **STUDENT LEAVE CERTIFICATE** | **APPLICATION TIME：** |
| **Academy** | **Sino-Italian Institute** | **Name** |  | **Student ID** |  |
| **Major** |  | **Class** |  | **Grade** |  |
| **Phone number** |  | **QQ** |  | **Phone number of class monitor** |  |
| **Category of leave** | **Personal leave**  | **Sick leave**  | **Others**  |
| **Time of leave** |  | **In total days**  |
| **Courses for leave** |  | **Teachers of the courses** |  |
| **Reasons for leave** |  |
| **Information of the second contact** |
| **Name** |  | **Phone number** |  |
| **Present residence** |  | **Relationship with applicant** |  |

 **Signature (Stamp)：**