|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)：**