International Student Office

International College

Huazhong Agricultural University

（Month date, Year）e.g. December 25, 2012

**APPLICATION FOR LEAVE**

I am (name on passport), from the College of      , student ID No. is      . I would like to ask your permission for a leave of      days, from (departure date) to (return date).

Reason(s) for leave:      .

I have already asked my supervisor for an agreement as below:      .

Signature of Supervisor:

Date: (yyyy-M-d)

I will come back to study on time and report to you when I arrive at Huazhong Agricultural University. During the leave period, I will keep in touch with teachers of International Student Office and catch up with my study by myself.

I promise to obey Chinese laws and regulations. I declare all the information given above is true and correct. If there is any change, I will report to the International Student Office of Huazhong Agricultural University immediately.

Signature of Applicant:

Date: (yyyy-M-d)