**學生公假申請證明書**

**National Cheng Kung University Student Official Leave Approval Form**

學號Student ID： 姓名Name：

系所Department/Institute： 年級Year of Study：

1. **請假期間Period of Leave：**

 自From 年YY 月MM 日DD 時Time起至Till 年YY 月 MM

 日DD 時Time止，共Total 日DD 時Time.

1. **地點Destination：(請書明國家、城市、機關、學校、企業行號等…)**

(For those who take an extramural or overseas official leave, please specify your destination country, city, institution, school, or enterprise)

 **⬜** 校內Intramural

 **⬜** 校外Extramural或出境Overseas：

**三、公假事由(請清楚說明) Reason for Official Leave (Please specify below)：**

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| **系(所)、院或行政單位名稱：**Name of Department, Institute, College or Administrative Unit：**系(所)、院派遣(指導)老師或行政單位人員簽章：**Signature of Approval from the Responsible Instructor or Official：日期Date： 年YY 月MM 日DD |

※**注意事項Notes：**

※學生申請公假須檢具相關證明文件辦理；如證明文件不明確或無法提出具體證明者，得填寫本文件，經系(所)、院派遣(指導)老師或行政單位人員簽章後上傳學生請假系統以茲證明，方可完成公假申請程序。

Applications for official leave shall be submitted with relevant certificates or documents.

Applicants who fail to provide valid certificates or documents shall complete this form, which shall be approved by instructors from the department, institute, or college, or by officials from the responsible unit. The completed form shall be submitted online as a certificate before an application for official leave is approved and completed.