

申請日期 Application Date : 年 月 日 (yyyy/mm/dd)

學 號 Student ID Number		姓名 Name		系所別 Department	
請假事項 Application Item	<input type="checkbox"/> 事假 personal matter <input type="checkbox"/> 喪假 family death <input type="checkbox"/> 產假、產檢假 maternity matter <input type="checkbox"/> 病假 sickness <input type="checkbox"/> 生理假 Menstrual <input type="checkbox"/> 心理健康假 Mental Health <input type="checkbox"/> 公假 public matter <input type="checkbox"/> 其他 others :				
附證明文件 Attached Verification Documents (請填寫) Please describe					
請假科目 Courses under Application	開課系所 Department offering the course	科目名稱 Name of the course	考試日期 Examination date	時 間 Examination hour	授課教師簽名 Signature of teacher
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※奉核准後，請依授課老師指示補考時間及地點，屆時參加補考。 After approval, please take the make-up examination on time according to the teacher's instruction about the date, hour and place for the make-up examination.					
申請人簽章 Applicant's Signature			系所主管 Head of Department		

註：依據本校學生請假規定，請假時均應檢附有效證明文件。

Note: According to the university regulation on absentee application, effective verification documents should be attached at application.