**北京交通大学国际学生休学申请表**

**Application Form of Suspension for BJTU International Student**

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| 护照名  Passport Name |  | 中文名  Chinese Name |  |
| 学号  Student No. |  | 国籍  Nationality |  |
| 学院  Faculty |  | 专业  Major |  |
| 休学原因  Reasons of Suspension |  | | |
| 休学期限  Period of Suspension | 学生签字： 日期： | | |
| 导师意见（研究生）  Supervisor Approval  （graduate） | 导师签字： 日期： | | |
| 国际教育学院意见  CIE Approval | 主管领导： 日期： | | |

1. 请务必于复学学期开学报到时（具体时间请与学校联系）到校办理复学手续，逾期两周不办复学手续，学校将按自动退学处理。

Please be sure to complete the resumption procedure when the start of the semester (please contact the school for the specific time). The resumption procedure will not be processed if do not complete the procedure in two weeks.

1. 休学期满仍需要继续休学的，须办理继续休学手续。

If students need to continue their suspension period after expires date, students have to complete the procedures for continuing the suspension.

1. 因病休学的学生需注明疾病类型并出具医院诊断证明，复学时须持公立医院出具的康复证明。

Students whose suspension reason is disease must indicate the type of disease and issue a hospital diagnosis certificate. When returning to school, they must hold a rehabilitation certificate issued by a public hospital.