**Leave Report for International Faculty, Staff and Students**

Shantou University Medical College

According to Immigration regulations, international faculty, staff and students who intend to travel out of Shantou are required to report their leave to International Office, simply by completing this form and email to [sumcinternational@stu.edu.cn](mailto:sumcinternational@stu.edu.cn) before leaving, and inform International Office via email when back to school. The information will serve as a basis of a status report to Immigration Department whenever required. If the time of leave conflicts with your visa renewal, please contact International Office as early as possible.

Same as domestic faculty, staff and students, you should get prior approval from your supervisor, department and HR whichever applicable before taking a leave of absence.

Kindly be reminded, you may have to be fully responsible for any consequences that may arise if you do not follow the above-mentioned requirements.

Please provide the following information:

|  |  |
| --- | --- |
| Name |  |
| Category | 🞎 Faculty 🞎 Staff 🞎 Postdoctoral fellow 🞎 Student |
| Date of Departure |  |
| Date of Return |  |
| Destination  (City & Country) |  |
| Purpose of Leave | 🞎 Holiday & Vacation  🞎 Sick  🞎 Personal  🞎 Business, please specify:  🞎 Other, please specify: |

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