

# Flow Chart for completing Leave Application Procedure during Winter or Summer Vacation

## 假期请假申请流程图

Fill the Leave Application Form 填写请假申请表



Student Counsellor (Room 103 or 104)

留学生辅导员 (103 或 104 房间)



Vice Dean (Mr. Fan Rui, Room No 206)

副院长 (范锐, 206 房间)



Student Counsellor (Room 103 or 104)

留学生辅导员 (103 或 104 房间)

**Jiangning Campus Student Counsellor: Room 104, Ms. Li or Mr. Ying,**

**Main Campus Student Counsellor: Room 103, Mrs. Catherine,**

**Changzhou Campus/Liveoff Campus Student Counsellor: Room 103, Ms. Xu**