

宿舍請假流程

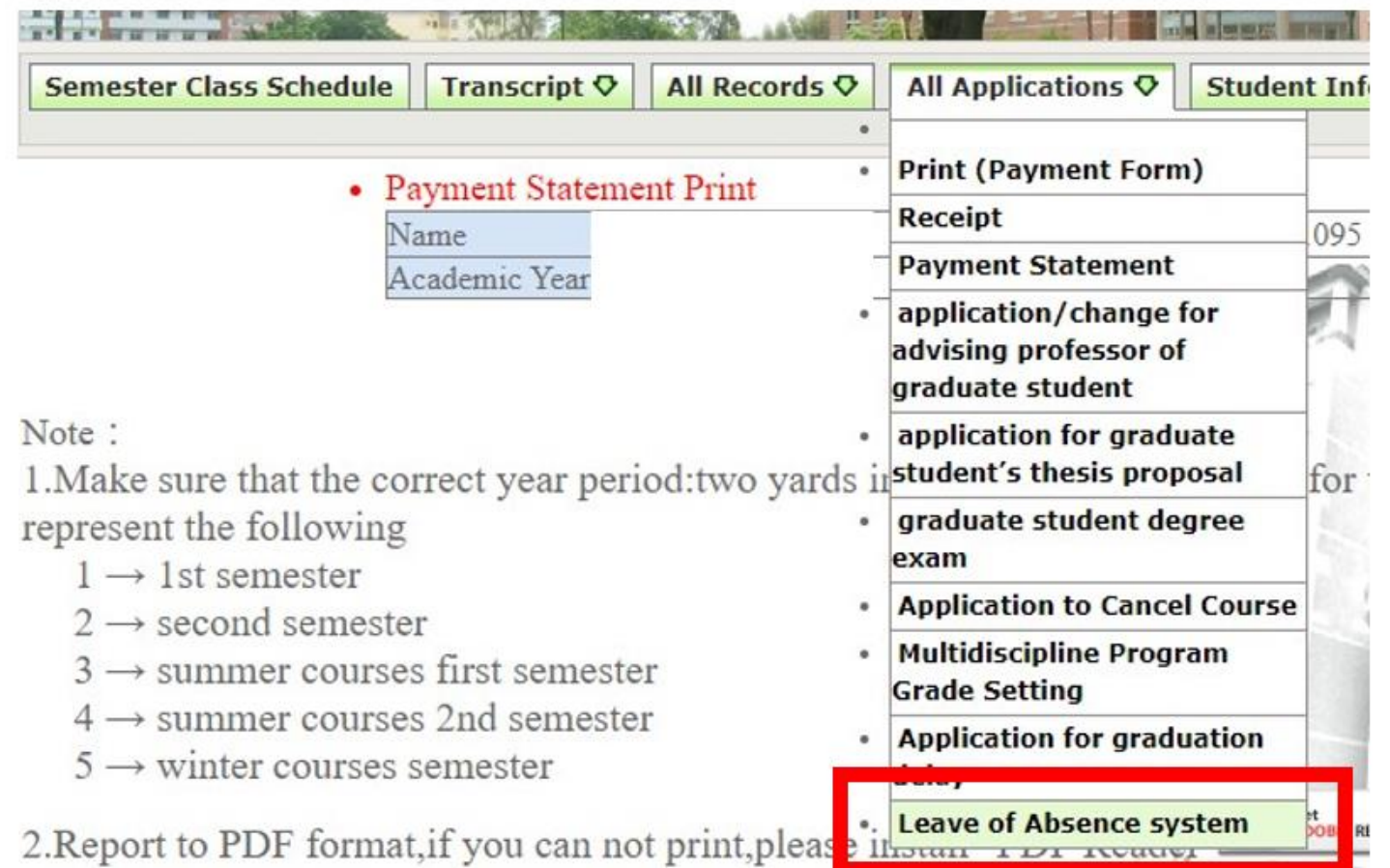
Dormitory Leave of Absence Process

亞洲大學書院與住宿服務組
Residential Colleges and Housing Services Section



1. 登入學生資訊系統後，點擊學生請假系統。

Login to Student Information System and Click on “Leave of absence system”.



2. 點擊住宿請假申請，再點擊新增假單。

Click Application for leave of absence and then Add.

請假申請
主頁
請假申請
**住宿請假申請
Application for leave of absence**
請假紀錄查詢
一般假單紀錄查詢
特殊假單紀錄查詢
登出

搜尋 Search
編號 NO. : 請假別 Leave item : 請選擇 Choose 表單狀態 Form status : 請選擇 Choose 查詢 Inquire **新增假單 Add**

無請假記錄 No leave record!

3. 新增假單會出現此畫面，可選取要請假的類別。

Add leave application form will appear the following page, you can selected category of leave item.

請假申請
主頁
請假申請
**住宿請假申請
Application for leave of absence**
請假紀錄查詢
一般假單紀錄查詢
特殊假單紀錄查詢
登出

搜尋 Search
編號 NO. : 請假別 Leave item : 請選擇 Choose 表單狀態 Form status : 請選擇 Choose 查詢 Inquire 新增假單

學年期 School year
學號 Student ID
手機號碼 Mobile phone
監護人 Guardian :

*請假別 Leave item
 今日臨時外宿(出)請假 Temporary leave
 預先請假 Advance Leave
 固定早睡 Sleep early

儲存 Save 取消 Cancel

4. 請假類別 Leave item

A. 今日臨時外宿(出)請假 Temporary leave

需在每天的21:30以前在網路上辦理請假手續。注意！超過規定時間，將不受理假單！

Need to apply for leave online before 21:30 everyday or else will not be accepted.

B. 預先請假 Advance leave

此假別是請除了當天之後的假，最多可以一次請七天。

注意！欲請假的每一天日期都要按，不能只按頭尾的日期！

This is advance leave for except today, you can take up to 7 days of leave. Notice! you need to press the date button for each day you want to take leave, not just the first and last day.

C. 固定早睡 Sleep early

至宿服組網站→表單下載→下載「學生宿舍固定早睡申請單」。

申請流程：填寫完成→樓長簽名→請假系統上傳申請單→紙本繳交至宿舍櫃台。

Visit the website of Housing Services Section → Form Download → Early Sleep Request Form.
Application process : Fill out the form → Obtain the floor leader's signature → Upload on leave of absence system → the paper should be submitted to Dormitory counter.

5.上傳證明文件(未滿18歲需上傳證明文件)

Upload documentary proofs (for under 18 years old)

嚴禁塗改，上傳課表、LINE對話紀錄、風景圖

clamp down on doctored, or upload timetable, conversation transcript and landscape photos.

請假申請

主頁
請假申請
住宿請假申請
Application for leave of absence

請假紀錄查詢
一般假單紀錄查詢
特殊假單紀錄查詢
登出

搜尋 Search

編號 NO. : 請假別 Leave item : 表單狀態 Form status :

學年期 School year

學號 Student ID

手機號碼 Mobile phone

監護人 Guardian :

*請假別 Leave item
 今日臨時外宿(出)請假 Temporary leave
 預先請假 Advance Leave
 固定早睡 Sleep early

*請假原因 Leave reason

*請假日期 Leave date

證明文件 Documentary proofs 未選擇任何檔案

6. 證明文件範例

Example of documentary proofs

A. 今日臨時外宿(出)請假範例

Example of Temporary leave

學生(學生姓名)因(事由)於
(YYYY/MM/DD)申請臨時請假。
請予准假。

家長：(親筆簽名)

日期：(YYYY/MM/DD)

Student(Student name) would like
to (reason for taking leave) on
(YYYY/MM/DD).

Please grant leave of absence.

(International College Signature)

Sign Date：(YYYY/MM/DD)

6. 證明文件範例

Example of documentary proofs

B. 預先請假範例

Example of Advance leave

學生(學生姓名)因(事由)於
(YYYY/MM/DD~ YYYY/MM/DD)
申請預先請假。
請予准假。

家長：(親筆簽名)
日期：(YYYY/MM/DD)

Student(Student name) would like to
(reason for taking leave) on
(YYYY/MM/DD~ YYYY/MM/DD).
Please grant leave of absence.

(International College Signature)
Sign Date：(YYYY/MM/DD)

7. 記得儲存表單後要按送出，並在送出三天後檢查假單是否請假成功。

When the application has been saved, remember to click “Send out” and check that the confirmation is complete about three days later.

▼ 查詢 Inquire 新增假單 Add

[Bed NO.]	請假別 leave item	請假日期 Leave date	表單狀態 Form status			
	今日臨時外宿(出)請假	2023-09-15	暫存	修改 Revise	送出 Send out	檢視 View

8. 於請假過程遇到任何問題，請至宿舍櫃台詢問。

If you have any question about the Dormitory Leave of Absence Process, you can contact the dormitory counter for help.