

「英文能力測驗（二）」請假證明單  
Approval for English Proficiency Test II

英文（二）分班 English II Class	學院 College	學號 Student No.	
	班 Class		
姓名 Name		「活動報名系統」報名序號 Online Enrollment No.	(必填 Must Fill In)
電話 Mobile			

☐ 我已閱讀且同意《本校個資蒐集、處理及利用告知聲明》（已公告於本系網頁下方之「個資管理政策聲明」） I have read and have agreed with the "Collection and Use of Personal Information" policy, which has been announced at the English Department Website.

當事人簽名 Signature of Applicant : \_\_\_\_\_

以下由授課教師查驗勾選並簽名 Checked and approved by the course instructor :

假別 Type of Leave	檢附證明 Supporting Documentation
公假 Official Affairs	<input type="checkbox"/> 學校假單 School's leave form 、 <input type="checkbox"/> 檢附相關證明或有關單位簽證 Approval or signature of school administration or the activity manager
事假 Personal Leave	<input type="checkbox"/> 學校假單 School's leave form 、 <input type="checkbox"/> 須檢具家長或監護人及其他有力證明 Submit certificates of parents or guardians or other certificates
病假 Sick Leave	<input type="checkbox"/> 學校假單 School's leave form 、 <input type="checkbox"/> 醫院蓋有關防及院長印章之當日診斷證明書 Certificate of sickness
喪假 Funeral Leave	<input type="checkbox"/> 學校假單 School's leave form 、 <input type="checkbox"/> 死亡證明或有關文件 Certificate of death
產假 Maternity Leave	<input type="checkbox"/> 學校假單 School's leave form 、 <input type="checkbox"/> 醫生證明 Birth certificate

授課教師審核簽章 Signature of the course instructor : \_\_\_\_\_

※ 學生必須於**5月9日（星期五）中午以前**至本校「活動報名系統」（<http://enroll.tku.edu.tw/>）登記補考，並且於**5月9日（星期五）下午5:00以前**至FL413繳驗已核准完成之「淡江大學學生請假單」（含證明文件）、「英文能力測驗（二）請假證明單」，以完成申請手續。請公假及事假之學生則須於考前1週完成上述補考申請。

Students should go online (<http://enroll.tku.edu.tw/>) to register for the make-up test by **noon, Friday, May 9, 2025** and submit the required documents (1. School's leave form, 2. Approval for English Proficiency Test II, and 3. Supporting Documentation) to FL413 and have the application approved before **17:00, Friday, May 9, 2025**. Students who request official affairs or personal leaves need to complete the process one week prior to the test. The make-up test will be held at **18:10-20:00, Tuesday, May 13, 2025**.