

「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 班 Class	學號 Student No.	
姓名 Name		「活動報名系統」報名序號	
電話 Mobile		Online Enrollment No.	(必填 Must Fill In)

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 Leave	<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15日（星期五）中午以前**至本校「[活動報名系統](#)」登記補考，並且於**5月15日（星期五）下午5:00以前**至英文系(FL207)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 to [TKU Activity Registration](#) to register for the make-up test by **noon, Friday, May 15, 2026** and submit the required documents (1. School's leave form, 2. Approval for English Proficiency Test II, and 3. Supporting Documentation) to the English Department (FL207) and have the application approved before **17:00, Friday, May 15, 2026**. Students who request official leave or personal leave need to complete the procedure one week prior to the test. The make-up test will be held at **18:10-20:00, Tuesday, May 19, 2026**.