

「英文能力測驗（一）」請假證明單  
Approval for English Proficiency Test I

<b>英文（一）分班</b> <b>English I Class</b>	學院 College 班 Class	學號 Student No.	
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 on the English Department Website.

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

以下由實習課授課教師或助教查驗勾選並簽名 Checked and approved by the lab class teacher or TA :

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

實習課授課教師或助教審核簽章 Signature of the lab class teacher or TA : \_\_\_\_\_

※ 學生必須於**4月25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**4月25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（一）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, April 25, 2025** and submit the required documents (1. School's Leave Form, 2. Approval for English Proficiency Test I, and 3. Supporting Documentation) to FL413 and have the application approved before **17:00, Friday, April 25, 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, April 29, 2025**.