**南京信息工程大学外籍教师因公临时出国（境）申请审批表**

**FOREIGN EXPERT APPLICATION FORM FOR OVERSEAS BUSINESS TRIP**

所在单位Department/School：

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 护照姓名Passport Name |  | 性别Gender |  | 出生年月Date of Birth |  | 国籍Nationality |  |
| 护照号码Passport No. |  | 护照有效期Expiration Date of Passport |  | 签证类型Visa Type |  |
| 签证到期日Expiration Date of Visa |  | 来校工作时间Work at NUIST from（Date） |  |
| 拟出国（境）地Destination Country/Region |  | 拟出访起止时间Planned Departure & Return Dates |  |
| 经费来源Sources of Funds |  | 联系电话及电子信箱Mobile phone & E-Mail Address |  |
| 申请理由及国外访问计划(**备注：提交申请时，请附上外方邀请信和详细访问日程):**Purpose and plan of the business trip:Note: Please attach the invitation letter and detailed itinerary (see annex) when submitting the application form.本人签字Signature： 日期Date: |
| 所在单位意见Department/School | 负责人签字（单位盖章） 签字日期Signature of Director/Dean（stamp of Department/School） Date: |
| 人事处意见Personnel Department | 负责人签字（单位盖章） 签字日期Signature of Director/Dean（stamp of Department/School） Date: |
| 国际合作与交流处意见International Affairs Office | 负责人签字（单位盖章） 签字日期Signature of Director/Dean（stamp of Department/School） Date: |
| 主管外事校领导审批(Vice) President  | 负责人签字（单位盖章） 签字日期Signature of Director/Dean（stamp of Department/School） Date: |

Annex

Itinerary

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Date | Activity  | Note |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

Notes:

1. To attend an international conference, please list the session(s) to attend, indicate the session(s) to convene and/or the title of the oral presentation to give in the itinerary.

参加国际会议的，请列明所参加各个分会场/分论坛的名称；有主持分会场或口头报告的，请写明分会场名称及报告的题目。

1. Please attach a visit plan (week by week) if the trip duration exceeds one month.

一个月以内请提供日程表，超过一个月请提供出访计划(建议按周写)。

1. A formal invitation letter with the inviter’s signature and letterhead is also required.

请提供官方签章的正式邀请函。