**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。