**Sichuan University Application Form for Business Trip Abroad**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name： | | | | Gender  性别 |  | | Date of Birth  出生日期 |  |
| 中文名（若有）： | | | |
| Nationality  国籍 |  | | Professional Title  职称 | |  | | Passport No.  护照号码 |  |
| Main  Destination  主访国 |  | | Trip Duration  （出访期限） | **Note：Please fill in the dates of departure and entry into China.**  **（请按照出入中国国境的时间进行申报）** | | | | |
| From:To : | | | | Total: Days |
| Other  Destination(s)  顺访国 |  | | From :To : | | | | Total: Days |
| Itinerary  出访路线 |  | | | | | | | |
| Inviting  Organization  邀请单位 |  | | | | | | | |
| Main Purpose /Necessity of Visit  出访主要任务及必要性 |  | | | | | | | |
| Trip  Expenditure  出访费用 | Round Trip Cost（往返旅费来源）  Source of Funding:  （名称） | | | | | Other Expenses Abroad（在外费用来源）  Source of Funding:  （名称） | | |
| Title of Submitted  Conference Paper  提交会议论文题目 | |  | | | | | | |
| Phone Number  of Applicant  申请人手机号 | |  | | | | Email  电子邮箱 |  | |
| Name of Agent  代办人姓名 | |  | | | | Phone Number of Agent  代办人电话 |  | |

**Approval of Institution/Department**

|  |  |
| --- | --- |
| Faculty （所在单位） | (Dean′s Signature andofficial Seal of Institution） |
| Department of Personnel  （人事处） | (Human Resources Department, Room 355) |
| Finance Office  (财务处) | (Room224-2, then228-1) |
| International Office  （国际处） | （外事办证服务中心1st Floor, West Overseas Students Dorm） |
| Vice President  （分管校领导） |  |

**Guidelines**

**Instructions for filling Sichuan University Application Form for Business Trip Abroad**

1. "Faculty": Acquire signature of Dean of your college or Director of your department and official seal of your institution.

2. “Department of Personnel": Acquire approval from Personnel Office of Sichuan University.

3. "Finance Office": The budget of your trip expenditure is approved by Finance Office of Sichuan University.

4. "International Office": International Office is in charge of this part.

**Required Materials for Application**

1. Sichuan University Application Form for Business Trip Abroad

2. Copy of Invitation Letter (Chinese translation is required for non-English invitation letters)

※ 3. Trip schedule is required if the trip lasts more than 10 days.

**Time needed for application procedures**

From submission of complete application materials to obtaining the visa, the time required is composed of the following parts:

1. Official documents by International Office: one to two working days.

2. Signature of school leadership: three working days.

3. Approval documents for outbound business trip: one working day.

4. Application for a visa: if a visa is needed, please check the visa application procedures on the Embassy or Consulate website of your destination country.

Above is the time required under normal circumstances. More time is needed under special circumstances .Please apply two weeks (+ visa application time, If applicable) in advance to ensure outbound visit on time.

**Consulting on campus**

Administration Service Center for Overseas Affairs (外事办证服务中心), International Office of Sichuan University (四川大学国际处)

Personnel to contact for short-term outbound business trip:

**Miss Zhang**

**Tel: 028-85467116**

**Address: 1st Floor, West Overseas Students Dormitory,Wangjiang Campus**