美国签证：英文单位在职证明，请学者修改模板后，由学院领导签发，不再由国际处签发。

**CERTIFICATE**

December 1, 2014

Consulate General of United States of America

Chengdu, China

Dear Sir or Madam,

This is to certify that Mr./Ms. 姓名拼音，lecturer/ associate professor/ professor of Sichuan University invited by 邀请方名称 will go to United States for 出访目的. He/ She will stay there for about 在外停留天数 days from 入境国外时间 to 出境国外时间.

The expenses may occur in this trip including international flight tickets, insurance, accommodations and the local transportation etc. will be covered by 资金来源名称（如：his research fund/ \*\*学院/ Sichuan University/ 邀请方名称）.

The name list is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date of Birth | Passport Number | Position |
| Zhang San | 01 September 1965 | PE1234567 | Professor |

Sichuan University has approved his/ her leave. Upon return to China, he/she will remain on his/her position in \*\*学院, Sichuan University.

Your necessary support given to his/ her visa application will be sincerely and highly appreciated.

Thank you very much for your kind attention.

Yours faithfully,

\*\*学院Official Stamp

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Prof. 院长姓名

Dean of \*\*学院, Sichuan University

Add: No.24, South Section 1, Yihuan Road, Chengdu, Sichuan

Tel:

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