**同济大学在职（学）人员因私出国出境 旅游 、探亲申请表**

**人员类别: 在职教职工〇 本专、科学生〇 研究生〇 填表日期: 年 月 日**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓 名** | |  | | | | **性别** | |  | | | | **工作证或学生证号** | | | | | | | | | |  | | **贴**  **照**  **片** |
| **出 生 地** | |  | | **民族** | | |  | **党派** | | | | |  | | | | | **籍贯** | | | |  | |
| **出 生** | | **年 月 日** | | | | | | **身份证号码** | | | | | | | | | |  | | | | | |
| **现 职 务** | |  | | | | | **现 职 称** | | | | | |  | | | | | | | | | | |
| **家庭住址** | |  | | | | | | | **邮政编码** | | | | | | |  | | | | | **电话** | | |  |
| **单位部门** | |  | | | | | | | | | **家庭联系人、联系电话** | | | | | | | | | | | |  | |
| **身体状况是否具备正常出境所需的身体要求** | | | | | | | | | | | | | |  | | | | | | | | | | |
| **申请**  **出境**  **栏目** | **探亲**  **访友** | | **目的地：** | | | | | | | **起止日期：** | | | | | | | | | | | **邀请人姓名：** | | | |
| **与本人关系：** | | | |
| **旅游** | | **目的地：** | | | | | | | **起止日期：** | | | | | | | | | | | **旅行社名称：** | | | |
|  | | | |
| **因私护照（通行证）号码** | | | | |  | | | | | | | | | | **有效期** | | | | |  | | | | |
| **因私护照（通行证）具有何国（地区）有效签证（注）** | | | | | | | | | | | | | | | | | | |  | | | | | |
| **申请人声明：以上所填情况均属实，本人愿对所填内容承担相应法律责任，同时承诺：保证在上述时间因私出境结束后按期回国。**  **本人签名： 日期：** | | | | | | | | | | | | | | | | | | | | | | | | |
| **院、系、所意见：**  **领导签字： （盖章） 年 月 日** | | | | | | | | | | | | | | | | | **教务处或研究生院意见：**      **（盖章） 年 月 日** | | | | | | | |
| **外办审核：**  **（盖章） 年 月 日** | | | | | | | | | | | | | | | | | | | | | | | | |

注：（请参看下一页）

在职（学）人员因私出国出境 旅游 、探亲校内审核流程说明：

为了提高办事效率，按校办要求，行政事务实现网上办公，故把在职（学）人员因私出国出境 旅游 、探亲校内审核事宜做如下安排：

1. 申请人填写此表浅色背景内容后，由所在学院通过OA系统“印鉴使用”提交。OA上来文标题为“某某学院某某某赴某某国家旅游（访友、探亲）”（以备使领馆调查）。在职人员经所在单位领导批准后报给外办，在学人员需教务处国际交流科或研究生院管理处会签后再报外办。外办OA受理点为“用印审核部门秘书转办”。
2. 外办审核后，转给校办，由校办出具必要的签证材料（包括准假证明和组织机构代码证）
3. 申请人在获知外办审核后，可至综合服务大厅校办在事先准备好的“准假证明”上盖章和领取组织机构代码证复印件。

下一页为准假证明样张。

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**证 明**

兹有我校 先生 (护照号**E** ),从年月在我校担任职务,月薪 元，欲利用假期,于年月前往 旅游/探亲，为期天。旅游/探亲需要的所有费用，均由其本人承担。

先生承诺在外期间遵守当地法律法规,并保证在旅游/探亲活动结束后按时回国。在其旅游/探亲期间，我校仍保留其职务。

**Certificate**

Hereby confirmed that Mr. (Passport NO.G ) is employed by our University as since . His salary is about yuan/month. He intends to spend his holiday/visit his relative in \_ from \_\_\_ to\_\_\_ , totally days. During his journey, all expenses will be covered by himself.

Mr. ensures that he will obey the local laws and regulations, and come back on schedule after his journey. Our university guarantees to keep his current work position while and after his journey.

Contact person: XU Chuanxiao

President: ZHENG Qinghua

Tongji University