 1239 Siping Road

 Shanghai, P.R. China

 Post code: 200092

 Tel: 0086-21-65983315

 Fax 0086-21-65980212

**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:

 President:ZHENG Qinghua

 Tongji University