**关于\*\*\*\*国家（地区）\*\*\*\*大学\*\*来访的请示**

国际交流处：

近日收到\*\*国家（地区）\*\*\*\*大学\*\*来函提出拟于\*\*年\*\*月\*\*日前来我校访问交流，\*\*\*\*\*（来访人员人）现为\*\*\*\*\*\*\*\*（职务、研究领域）。此次来访将就“\*\*\*\*\*\*\*\*\*\*\*\*\*”进行深入交流。

此次来访接待费用共\*\*元，由\*\*\*\*部门\*\*\*经费承担，详情见附件。（如有经费支出，请明确经费出处及预算表，如无，则不用写）

妥否，请批示。

附件：1. 外事邀请与接待申请表（如有接待宴请等安排请填写，如如无可不填写）

2. \*\*大学来函（原件+翻译件）

3. \*\*大学简介

4. 来访人员名单

5. 经费预算表(无经费支出不填)

\*\*学院/部门

\*\*年\*\*年\*\*日

附件1

**外事邀请与接待申请表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **基 本 信 息** | | | | | | | | | | | | | | | | | | |
| **团组名称** | |  | | | | | | | | | | | | | | | | |
| **国家地区** | |  | | | | | | | | **来访人数** | | | | |  | | | |
| **拟来访目的** | |  | | | | | | | | **拟来访时间** | | | | |  | | | |
| **来访性质** | | **□申请部门邀请□上级部门下达 □到访团组（人员）提出访问□其他** | | | | | | | | | | | | | | | | |
| **请示部门** | |  | | | | | **联系人** | |  | | | | **联系电话** | | | | |  |
| **外宾人员** | | **中文名** | **英文名** | | | **国别** | **单位** | | | | | **职务** | | | | **性别** | **第几次来校** | |
|  |  | | |  |  | | | | |  | | | |  |  | |
|  |  | | |  |  | | | | |  | | | |  |  | |
|  |  | | |  |  | | | | |  | | | |  |  | |
| **中方陪同人员** | | **姓名** | | | **单位** | | | | | | **职务** | | | | | | | **备注** |
|  | | |  | | | | | |  | | | | | | |  |
|  | | |  | | | | | |  | | | | | | |  |
| **接待计划** | | **来访时间** | | |  | | | | | | **拟邀请学校领导** | | | | | | |  |
| **来访目的** | | |  | | | | | | | | | | | | | |
| **接待安排** | | |  | | | | | | | | | | | | | |
| **经费来源：** | | | | | | | | | | | | | | | | | | |
| **预算开支** | | **预算项目** | | **单位标准** | | | | **数量** | | | | | | **小计** | | | | |
|  | |  | | | |  | | | | | |  | | | | |
|  | |  | | | |  | | | | | |  | | | | |
|  | |  | | | |  | | | | | |  | | | | |
| **预算合计：** | | | | | | | | | | | | | | | | | | |
| **备注** |  | | | | | | | | | | | | | | | | | |

附件2

**\*\*大学来函（原件+翻译件）**

附件3

**\*\*大学简介**

附件4

**来访人员名单**

附件5

**经费预算表**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **项目** | **单位标准** | **数量** | **小计** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| **共计** | | | | |