附件2 ：

南京理工大学国（境）外来访人员登记表

（Registration Form for Visitors from Partner Universities）

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| --- | --- | --- | --- | --- |
| 来访人员信息(Visitor Information) | | | | |
| 姓名(Name) | 职务(Position) | 来访单位(Affiliation) | 联系方式(E-mail) | 通讯地址 |
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| --- | --- | --- | --- |
| 来访信息及接待人员信息(Visiting and Reception Information) | | | |
| 访问日期  (Visiting Date) |  | | |
| 来访目的  (Visiting Purpose) |  | | |
| 接待人  (Hosted by) |  | 单位  (Unit) |  |
| 联系电话  (Phone) |  | 邮箱  (Email) |  |

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| --- | --- |
| 接待安排(Arrangement) | |
| 校领导会见  (Presidents to Meet) |  |
| 接送安排  (Transfer Service) |  |
| 食宿安排  (Food & Accommodation) |  |
| 其它协助事项  (Request Items) |  |

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| --- |
| 填表人(Filled by): 日期(Date): |

注：1、来访人员简历，可随表一并附上。

2、请附来访人员护照复印件一份