

3) 德国

mm-dd-yyyy

Consulate General of Federal Republic of Germany in Shanghai:

This is to certify that the delegation headed by **Dean of School of XXX**, ZHANG San from Shanghai University of Engineering Science, Shanghai will visit Germany on **MM-DD, YYYY** and will be there for **XX** days.

The purpose of the visit is for **XX XX** with **XX XX** in Germany.

The name list is as follows:

No.	Name	Gender	DOB (dd/mm/ yyyy)	Position/Title	Passport
1	ZHANG SAN	F	dd/mm/ yyyy	Dean, School of XX XX	XX XX XX
2	LI SI	F	dd/mm/ yyyy	Professor, School of XX XX.	XX XX XX

During the period of their stay in Germany, all expenses including the return air tickets, board and lodging as well as health insurance will be borne by us.

Shanghai University of Engineering Science

Itinerary

Datum	Ort	Zweck
Day1 (Aug. XX, Mon.)	Dresden	Flight from Shanghai to XX, hotel in XX
Day2 (Aug. XX, XX.)	Dresden	Visit and learn XX
Day3 (Aug. XX, XX)	Dresden	Visit and learn XX
Day4 (Aug. XX, XX.)	Dresden	Discuss XX, Flight from XX to Shanghai
Day5 (Aug. XX, XX.)	Shanghai	Return to Shanghai; Arrive in Shanghai