CERTIFICATE

July 7, 2017

TO: VISA SECTION

Dear Sir or Madam,

It is hereby certified that Ms. Zhang San has been working in our university since November 2011. She will be on travelling purposes visiting U.S.A from August 8, 2017 to August 18, 2017. All the expenses include air tickets, transportation, accommodation and health insurance will be covered by herself. She will be back on time as per her schedule planned and shall continue to work in our university.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Sex | Date of Birth | Passport-No. | Position | Annual Income  (after-tax) |
| Zhang San | F | November 10,  1982 | E11111111 | Engineer | RMB 128,000 |

Your kind approval of this application will be highly appreciated.

Best Regards,

Tian Yunxiao 田云枭

Section Chief of Human Resource Department

Unit Name: Beihang University

Address: No.37, Xueyuan Road, Haidian District, Beijing

Postal Code: 100191

Phone: +86-10-82317778

Fax: +86-10-82315170

证 明

致：签证官

兹证明，张三女士自2011年11月在北京航空航天大学工作。她计划于2017年8月8日至2017年8月18日赴美国旅游，所有费用包括：机票费，运输费，住宿费和医疗保险等均由她本人承担。她将会根据行程按时回国并继续在本单位工作。

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 | 性别 | 出生日期 | 护照号 | 职位 | 年收入（税后） |
| 张三 | 女 | 1982年  11月10日 | E11111111 | 工程师 | 人民币128,000 |

希望您能够予以签证

负责人：田云枭

职务：人事处劳资科科长

单位：北京航空航天大学

地址：北京市海淀区学院路37号

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日期：2017年7月7日