**讲座专家个人需准备材料一览表（中英文对照版）Checking List of Required Papers (Chinese & English)**

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| **序号****No.** | **讲座专家个人需准备材料****Checking List** |
| 1 | 简历 | Curriculum Vitae |
| 2 | 讲义或培训大纲 | Teaching materials, lecture notes, handouts, syllabus, etc. |
| 3 | 职务、职称及学历学位等证明材料 | Certificate and qualifications  |
| 4 | 护照首页、签证页、有出境章和入境章的页复印件 | Copies of passport information page, visa page, entry & exit seal page. |
| 5 | 电子客票行程单 | E-ticket itinerary receipt |
| 6 | 银行账户信息 | Account information |

**备注Remark**：

1. 讲座专家还需在《考勤表》上签名。

Lecturers also need to sign on *Attendance Sheets*.

2.银行账户信息需按照财务处相关规定提供。

The account information must be compliant to the university’s financial regulation.