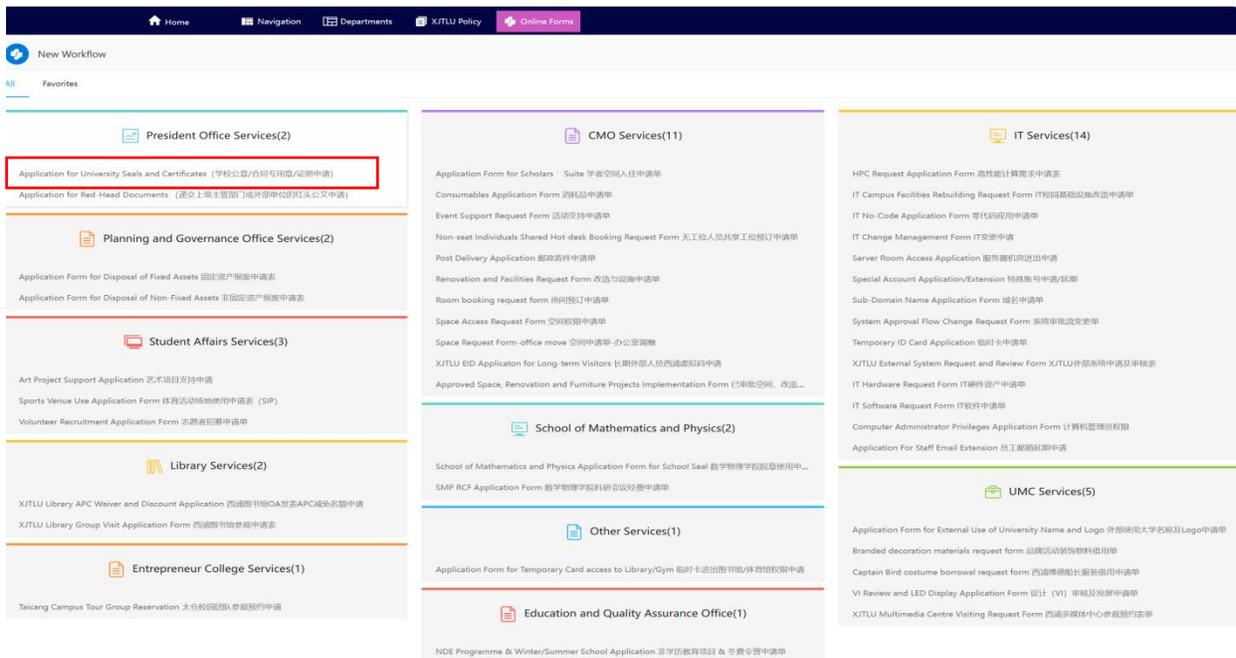
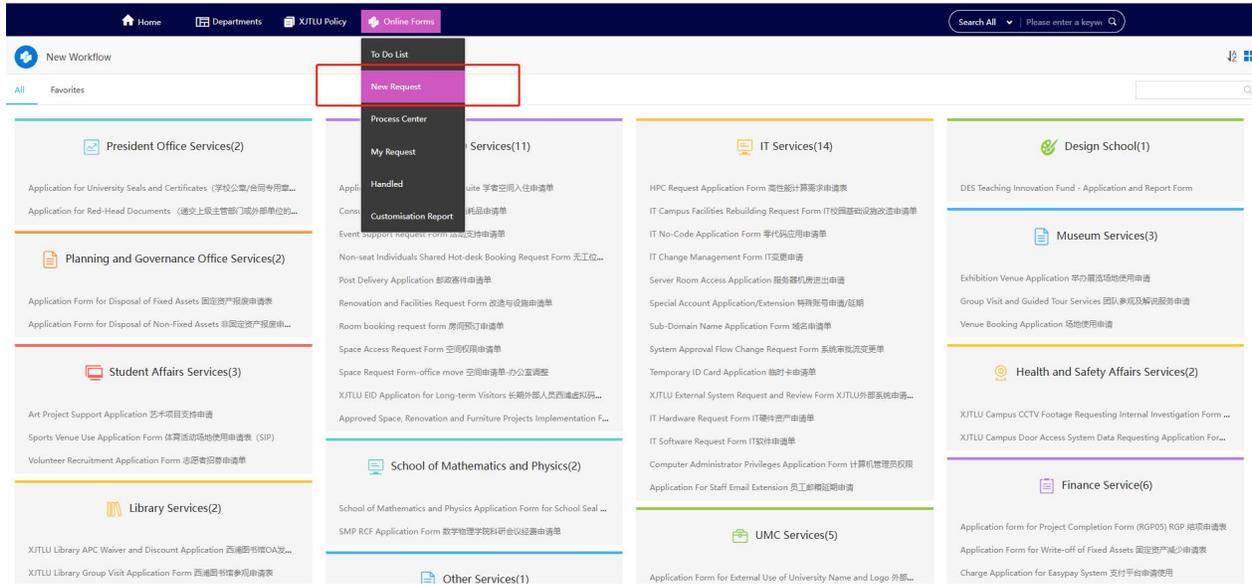


Policy on SMP Labour Fee Payments to Seminar Speakers

Appendix A-6: Guideline for University Seal Application on Service Agreement

Open your Intranet and click ‘Online Forms’ to create a ‘New request’, then select ‘Application for University Seals and Certificates’.



Then choose 'University seals in general purpose', fill out the actual number of Copies of Document, fill in Service Agreement in 'Document Description'.

In addition to uploading the service agreement (PDF format) under "Document to Be Sealed Upload", please also note the following requirements:

1. 'Application Reason' Section: Please ensure the Application Reason clearly states:
 - a. Event title and date(s)
 - b. Host and Speaker information
 - c. Who will cover the payment (e.g., School budget, department budget, own project)
2. 'Attachments Upload' Section: Please upload relevant supporting materials under "Attachment Upload", including but not limited to:
 - a. Event poster
 - b. Invitation letter / email
 - c. Speaker bio or profile
 - d. Other materials that help explain the background information

For School Seal Application on event invitation letter, please also follow the above requirements.


Application Form for University Seals and Certificates
学校公章/合同专用章/证照申请


This procedure applies to approval of:

1. University seals in general purpose;
2. University seals of agreements, MoUs or contracts (NO RELATED TO RESEARCH);
3. University certificates.

For documents related to RESEARCH, please submit your application on RAS (<https://ras.xjtu.edu.cn/>).

Please note that procurement contracts using research funding should be applicable to this online procedure.

本流程适用于以下申请:

1. 一般用途的公章申请;
2. 协议、合作谅解备忘录或合同的公章、合同章申请 (非科研类);
3. 大学证照申请。

科研相关文件, 请使用科研管理系统(<https://ras.xjtu.edu.cn/>)提交相关申请。

使用科研经费的采购合同申请适用于本线上申请流程。

Flow No. 流程编号		Application Date 申请日期	2026-01-21
Applicant 申请人	Ye Yang	Application Department 申请部门	XJTU-AAU-SMP-SMPPS
Please Fill in the Following Information 请申请人填写以下信息			
Application Category 申请类别	Documents for University seals in general purpose — 一般用途的公章申请文件 ▾		
Required Seal Type 所需印章类型	<input checked="" type="checkbox"/> Official Seal of University 大学公章 <input type="checkbox"/> Contract Seal of University 大学合同章 <input type="checkbox"/> Legal Representative's Seal of University 法人章 <input type="checkbox"/> Seals of Affiliated Organisations 附属机构相关印章		
Authorized Documents (HR and Finance Only) (是否供HR与财务部门选择)	▾		
Application Reason 申请原因	Please ensure the Application Reason clearly states: Event title and date(s), Host and speaker information, who will cover the payment (e.g., School budget, department budget, own project). *		
Copies of Document 文件份数	1 <input type="text"/> Actual number of Copies of Document		
Document Description 文件名称	<input type="text"/> Service Agreement *		
Departmental Self-Archived Documents (是否供部门自留档案文件)	No ▾ * As the agreement is for external individual.		
Document to Be Sealed Upload 待盖章文件上传	<input type="button" value="Upload Attachment"/>	Maximum 50M * ?	Please upload the service agreement in PDF format
Attachment Upload 附件上传	<input type="button" value="Upload Attachment"/>	Maximum 50M	Please upload relevant supporting materials under "Attachment Upload", including but not limited to: Event poster, Invitation letter / email, Speaker bio or profile, and other materials that help explain the background information.