



几何与物理研究中心  
Institute of Geometry and Physics

## IGP 来访指南/IGP Visitor Guidelines

经邀请人邀请，来访人员填写《IGP 学术报告登记表》

Visitors are requested to fill out the *IGP Academic Report Registration Form* upon invitation.

### ◆IGP 地址/Addresses of IGP

**合肥：**安徽省合肥市金寨路 96 号，中国科学技术大学东区物质科研楼 C 座 11 层

Hefei: 11th Floor, Material Science Research Building (Section C), East Campus of University of Science and Technology of China, No. 96 Jinzhai Road, Hefei, Anhui

**上海：**上海市浦东新区康桥镇秀浦路 99 号，中国科学技术大学上海研究院老园区 2 号楼 4 层&新园区 1 号楼 A 座 3 层

Shanghai:

1). 4th Floor, Building 2, Old Campus of USTC Shanghai Institute for Advanced Studies, No.99 Xiupu Road, Shanghai

2). 3rd Floor, Building 1 (Section A), New Campus of USTC Shanghai Institute for Advanced Studies, No.99 Xiupu Road, Shanghai

### ◆入校/ Campus Access

合肥/Hefei：入校许可会发送到来访人员提供的手机号上

Entry passes will be sent to the mobile number provided.

上海/Shanghai：报您的姓名或出示证件给门卫即可

Please provide your name or show your identification to the guard at the entrance. Upon verification of your pre-approved campus access, you will be granted entry.

### ◆住宿/ Accommodation

如邀请人承诺报销，请联系中心秘书预定

If accommodation was arranged and covered by the host, please contact the secretary to reserve.

## ◆做报告&劳务费发放/ Report & Honorarium Payment

除《IGP 学术报告登记表》外，外专如无中国大陆银行卡，还需提供**护照首页扫描件**并填写

### 《Bank Information for Payment-For Overseas Bank Account》

In addition to the registration form above, foreign experts without a mainland Chinese bank account must provide:

> **Scanned copy of passport photo page**

> **Completed *Bank Information for Payment – for Overseas Bank Account***

## ◆旅费报销/ Travel Expenses Reimbursement

(如邀请人承诺报销/ If the inviting party agrees to cover the expenses)

一般情况下，火车请购买二等座，飞机请购买一般经济舱

In general, please purchase **second-class seats for trains** and **standard economy class for air travel**.

### 国内来访老师/Domestic Visitors

火车票报销：提供在 12306 开具的电子发票（即铁路电子客票）

注：铁路电子客票开具方法如下：行程结束或支付退票、改签费用后，可于 180 天内登录铁路 12306（包括网站和移动客户端）账户申请开具电子发票，输入

**购买方名称：中国科学技术大学、统一社会信用代码：12100000485001086E**

等信息后，据实开具电子发票。

机票报销：登机牌，电子客票行程单（或发票+行程单+网上订单），支付记录。

注：电子客票行程单开具方法如下：在所购机票所有行程结束后 180 天内，可通过航空运输企业或代理企业的官网、移动客户端、服务电话等渠道取得电子行程单，不含退票、选座、逾重行李等附加服务。输入

**购买方名称：中国科学技术大学、统一社会信用代码：12100000485001086E**

和行程信息等如实开具电子客票行程单或发票。

购买国际及港澳台地区航空旅客运输服务暂不支持开具电子行程单。

>Train: provide 12306 e-invoice

>Air: Provide boarding pass, e-ticket receipt (or invoice + itinerary + online order), and proof of payment

>Payee: University of Science and Technology of China

>Unified Social Credit Code (USCC): 12100000485001086E

### **国际及港澳台来访老师/International Visitors (including Hong Kong, Macao, Taiwan)**

**火车票报销：**纸质版报销凭证

**机票报销：**登机牌，发票/收据，行程单，网上订单，支付记录

备注：外专如无中国大陆银行卡，还需提供**护照首页扫描件**并填写《**Bank Information for Payment-For Overseas Bank Account**》

>Train: Provide paper tickets

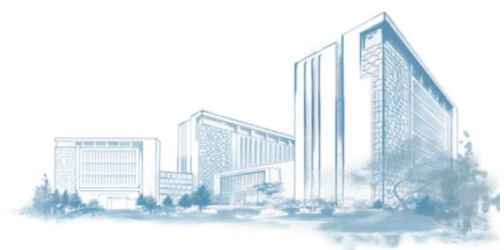
>Air: Provide boarding pass, receipt/invoice, itinerary, online order, and proof of payment

>Foreign experts without a mainland Chinese bank account must also submit passport copy and overseas bank form as outlined above.

### **◆联系人/Contact**

合肥：谭纯 nanbei0104@ustc.edu.cn

上海：王欣 xinw09@ustc.edu.cn





上海/Shanghai



中国科学技术大学上海研究院（秀浦路）

USTC Shanghai Institute for Advanced Studies (Xiupu Road)

几何与物理研究中心目前在上海研究院有两处办公地点，新老园区相互联通可从园区内通行：

IGP currently has two office locations at the Shanghai Institute, with the new and old campuses connected internally for easy access.

1.新园区 1 号楼 A 座 3 楼 3rd Floor, Building 1 (Section A), New Campus

2.老园区 2 号楼 4 楼 4th Floor, Building 2, Old Campus

## 新园区/New Campus

1. 打车请到秀龙路“上海研究院新园区北门”。可先定位到秀龙路中科大学村南门，向东行驶 80 米。

Please take a taxi to the North Gate of New Campus of USTC Shanghai Institute for Advanced Studies on Xiulong Road.

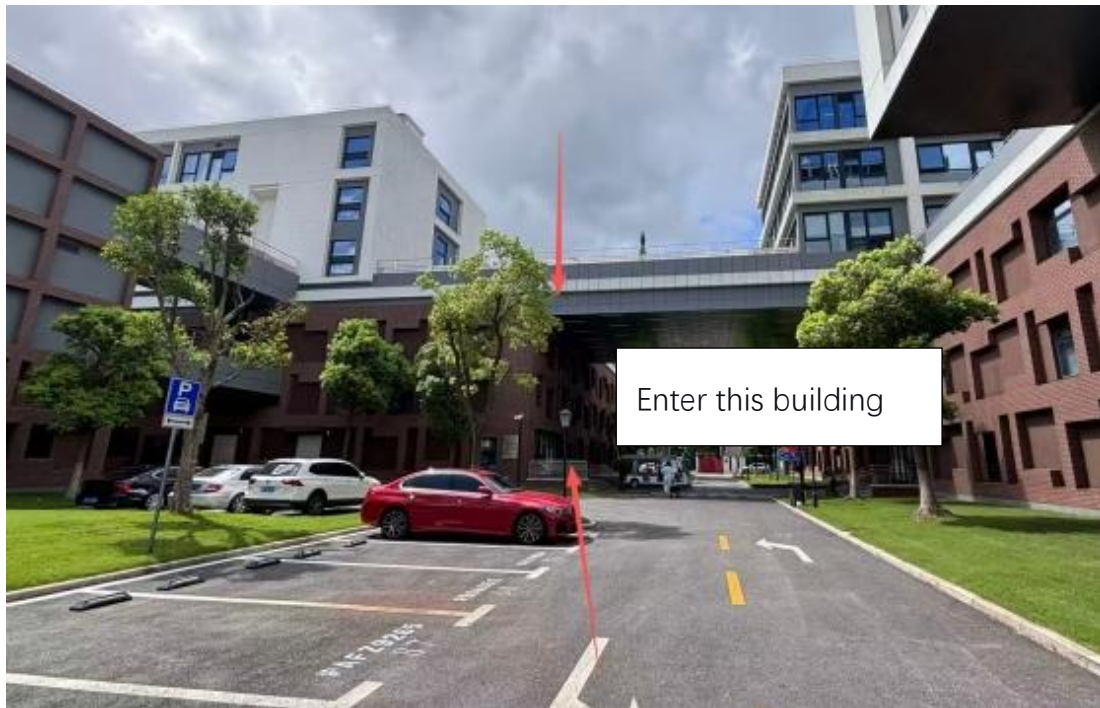


2. IGP 在 1 号楼 A 座 3 层。(研讨室在 1329)

IGP is on the 3rd floor of Building 1 (Section A).

(The seminar room is in 1329.)





Enter this building



After entering the hall, turn right and walk to the end, then turn right and take the elevator to the third floor.

## 老园区/Old Campus

打车到秀浦路“中国科学技术大学上海研究院”，进入园区后右手边就是 2 号楼，乘坐电梯到 4 楼。

Take a taxi to the “USTC Shanghai Institute for Advanced Studies” on Xiupu Road. Once inside the campus, building 2 will be on your right. Take the elevator to the 4th floor.



## 食堂/Dining Hall (老园区内 1 楼/1st Floor, Old Campus)

