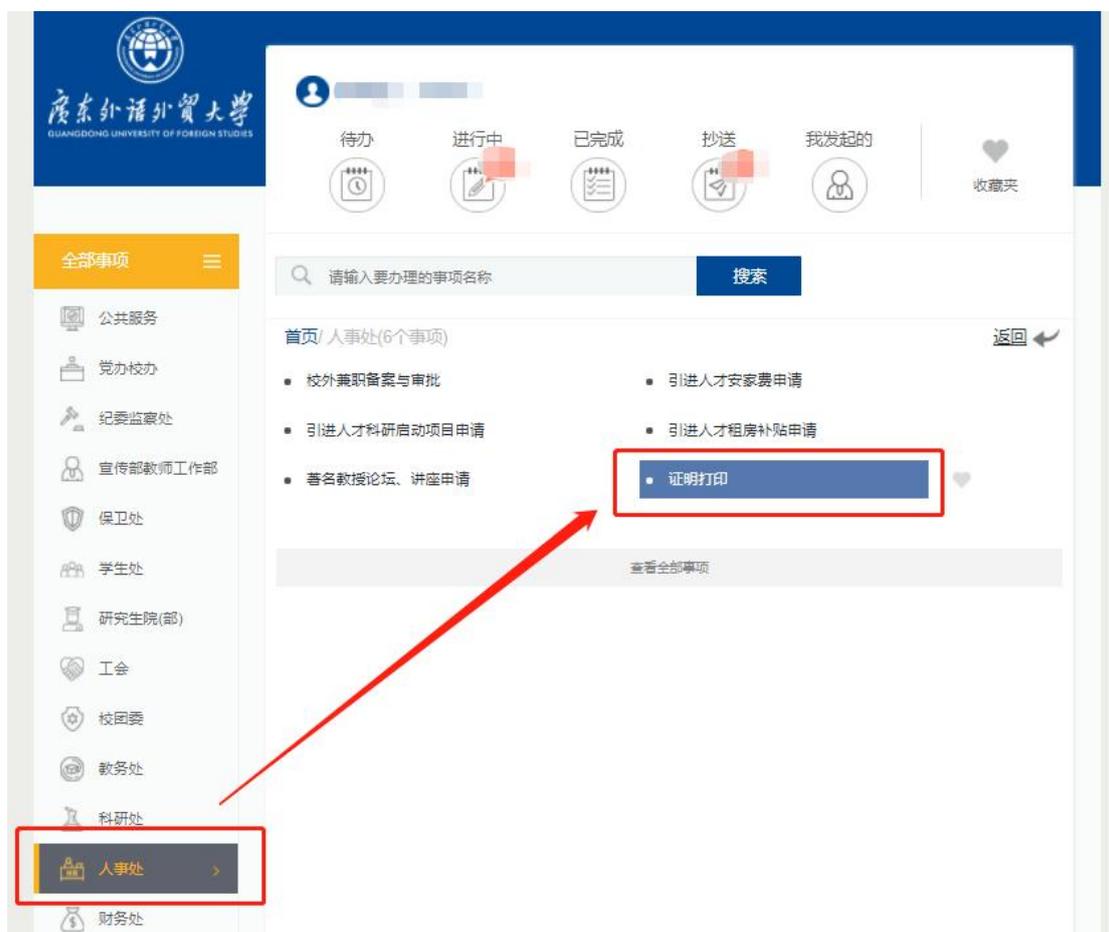


《收入证明》线上申请操作指引

第一步：使用电脑登陆智慧广外，进入“线上办事大厅”
— “人事处” — “证明打印”。

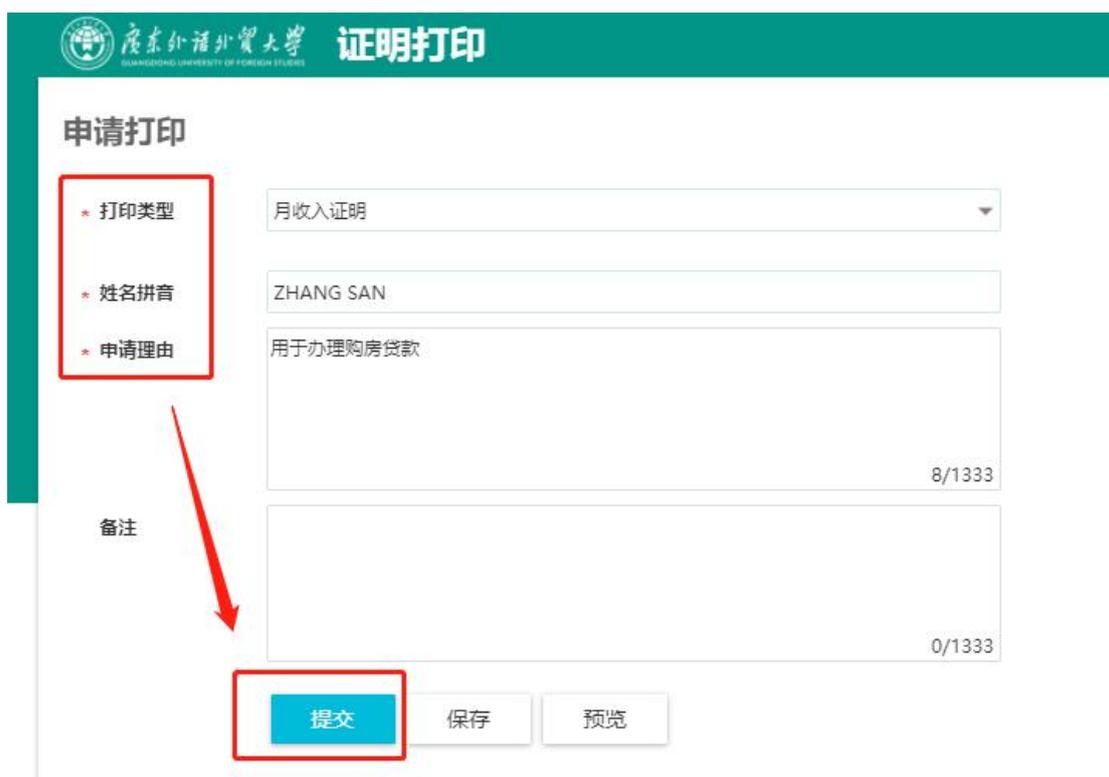


第二步：根据个人需要，选择收入证明的类型。



The screenshot shows the '证明打印' (Certificate Printing) page. On the left, there is a sidebar with the title '申请打印' (Apply for Printing) and a list of options: '打印类型' (Print Type), '姓名拼音' (Name Pinyin), and '申请理由' (Reason for Application). The '打印类型' option is selected, and a dropdown menu is open, displaying a search bar and several certificate types: '请查找' (Please search), '出国证明 (因私出访, 需要法人证书)' (Overseas Certificate (Private Visit, Requires Legal Entity Certificate)), '在职证明 (大学城校区小孩入学使用)' (Employment Certificate (University City Campus Child Enrollment Use)), '在职证明 (其他情况小孩入学使用)' (Employment Certificate (Other Situations Child Enrollment Use)), '小客车指标竞价补贴' (Small Car License Auction Subsidy), '年收入证明' (Annual Income Certificate), and '月收入证明' (Monthly Income Certificate). The '年收入证明' option is highlighted with a red box.

第三步：准确填写个人信息后，点击“提交”。



The screenshot shows the '证明打印' (Certificate Printing) page with the form filled out. The '打印类型' (Print Type) is set to '月收入证明' (Monthly Income Certificate). The '姓名拼音' (Name Pinyin) field contains 'ZHANG SAN'. The '申请理由' (Reason for Application) field contains '用于办理购房贷款' (Used for applying for a housing loan). The '备注' (Remarks) field is empty. The '提交' (Submit) button is highlighted with a red box. A red arrow points from the '申请理由' field to the '提交' button.

待人事处审核通过后，持个人有效证件到北校区行政楼301办公室领取即可。