

Place, date

Telephone:

To:
FB Geschichts- und
Kulturwissenschaften
Verwaltung
Fabeckstr. 23-25
14195 Berlin

via the department (asking for your endorsement) :

.....
Dept. / Inst. / Central Facility

.....
Date, Seal, Signature Dept. / Inst. / Central Facility

Application

(please hand in **4 weeks** prior to fixed date)

for ☐ invitation to be a visiting scholar

Surname, name, title

Personal tax ID

Birth Date

Address: (postally exact)

Home institution:

Title/Subject:

Correspondence in ☐ German ☐ English ☐ French ☐ Spanish

Guest's advisor

Tel.:

Period of visit

until:

Accommodation desired by the Foreign Office

☐ yes ☐ no

☐ SR ☐ DR from until

Type of activity:

☐ Presentation/lecture á hours

☐ Within the context of a lecture series with hours/week

☐ substitution

☐ Other:

Expenses:

A. Fixed rate remuneration:

Total **fixed rate*** of
(incl. remuneration, fare, accommodation expenses)

☐ once-only ☐ monthly

*) Please attach a disbursement directive (once-only) or a form for recurring disbursements (monthly).

or

B. Individual invoice:

1. Remuneration

a.) Presentation remuneration ☐ yes ☐ no
b.) Monthly compensation ☐ yes ☐ no

Amount in Euro

2. Fare ☐ yes ☐ no ☐ partially

for trip to
and from

3. Accommodation expenses ☐ yes ☐ no

from: until:

Fixed accommodation rate of €

Funding:

1. Resources the department allocates (yearly) for the invitation of visiting scholars

☐ yes ☐ no

2. Independent position at the Department

Position number:

former holder of position:

3. Other FU-funds (i.e. FNK, etc.)

Fund / account:

Short explanatory statement:

(if applicable, overview of publications and/or teaching and research activities)

Attached in the enclosure:

Applicant's signature