

1. Funding programme

Funds for International Relationships

Funds for University Partnerships

2. Applicant (TU staff member)

Surname: First name:

Institute:

Email: Phone:

3. Guest

Surname: First name:

Institution, Department:

Address:

Email: Phone:

4. Duration of stay

From till days:

5. Purpose of the visit at TU Wien

First contact

Continuation of an existing cooperation

Preparation of a joint project: yes no

Purpose description:

.....

6. Cost estimate

Costs of stay (see [Guidelines](#)): €

Travel costs (only in exceptional cases, see [Guidelines](#)): €

Total costs €

Additional TU Wien grants requested: no yes, €

I confirm that the information provided is correct and that I have read and understood the guidelines issued.

Vienna, on Signature Applicant:

The stay of the guest is in conformity with the scientific interests of the institute. I endorse the application.

Vienna, on Signature Head of Institute:

7. Approval by the Service Unit of Student and Staff Exchange Services

This application for funding of the above-mentioned international visiting scientists has been checked for compliance with the valid guidelines. The financial coverage of the following anticipated amount from the above-mentioned funds is ensured:

1. Costs of stay according to the guidelines:	€
2. Travel costs in the anticipated amount of:	€
Total amount:	€

Signature E063-01, Date: _____ Signature Head E063-01, Date: _____

Please note: Points 8. and 9. should be signed just during the stay of the guest at TU Wien!

8. Confirmation of stay

I confirm that Ms/Mr is staying for research purposes at the institute from to I ask for the payment of the grant to the guest.

Vienna, on Signature Host: _____

9. To be completed by the guest for the payment

Surname: First name:
Date of birth: Citizenship:
Home address (centre of vital interests): Place: Post Code:
Street/house no.: Country:
Home institution:

I confirm with my signature that I have no residence (no domicile) in Austria; there is no obligation to pass on the income to other persons; the income does not flow to a domestic permanent establishment maintained by me.

If no double taxation agreement has been concluded between the home country of the visiting scientist and Austria: I declare that my stay in Austria does not exceed 6 months (183 days) in a calendar year (limited tax liability) and that my total income in Austria (after deduction of any accommodation and travel costs borne by me and documented) does not exceed € 2000 per year.

I ask for: cash payment of the approved grant* transfer of the approved grant to my account

Bank name:

Bank address Street, house no.:

City, Post code, country:

IBAN: Account No.:

SWIFT / BIC: Bank Routing Number:

Vienna, on Signature Guest: _____

*) Payments can only be made by bank transfer. Cash payments can only be made in justified individual cases (e.g. countries with a high banking risk) and require prior approval by the Bursar's Office.