**IvM-Mobility Support Fund** Student Application Form - Conference participation abroad -

**Personal data**

|  |  |
| --- | --- |
| Name and surname |  |
| Student ID number |  |
| Male/female |  |
| Date of birth |  |
| Home address |  |
| Email address |  |
| Telephone number |  |
| Bank account (IBAN number) |  |
| BIC code bank |  |
| Name of bank |  |

**Relevant study information**

|  |  |
| --- | --- |
| Study course (or project) + course code related to the conference |  |
| Responsible lecturer, researcher or coordinator |  |
| Approval of the international officer [CMD or Journalism] | Name and Signature international officer:  Date: |

**Conference data**

|  |  |
| --- | --- |
| Conference name |  |
| Partner university (if applicable) |  |
| Address |  |
| Post code and city |  |
| Country |  |
| Contact person at the conference (if applicable, otherwise accompanying lecturer/researcher) | **Mr./Mrs.** |
| Email address/telephone number |  |
| Starting date of conference |  |
| End date of conference |  |
| Duration in days |  |
| Description of the conference (tasks, responsibilities, etc.) |  |

**Expected financial budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPENSES** | Description | Amount in foreign valuta (if applicable) | Amount in € | **‘proof’, available and/or attached**  (number receipts in order of date) |
| Outbound travel |  |  |  | E.g.: Booking confirmation/ticket/ |
| Return travel |  |  |  |  |
| Accommodation |  |  |  |  |
| Subsistence (food, local travel etc) |  |  |  |  |
| Official documents (visa, vaccination) |  |  |  |  |
| Other costs  (e.g conference fee) |  |  |  |  |
| **TOTAL EXPENSES** |  |  |  |  |
| **OTHER FUNDING** | Description | Amount in foreign valuta (if applicable) | Amount in € | **‘proof’, available and/or attached**  (number receipts in order of date) |
| Funding body |  |  |  |  |
| Conference allowance / presenters fee |  |  |  |  |
| **TOTAL INCOME** |  |  |  |  |

**Registration and Travel Insurance data**

|  |  |  |
| --- | --- | --- |
| See HU International Office pages for the link | By signing up for the HU Travel Insurance you are also registered as ‘travelling abroad’ for HU, and will therefore be part of the HU calamity procedures when necessary. | Registered Y/N |

I herewith declare that:

* This form has been filled out completely and truthfully.
* I am aware that I need to submit a ‘proof of attendance’ in order to receive the grant.
* I was informed about the necessity of an adequate insurance protection and I will take care of a sufficient insurance protection during the conference.
* I have not previously received an IvM grant for a conference.
* I will send all requested forms and documents to the grant awarding authority within 2 weeks after the conference.

Place and date: ...............................................................................

Name: ………………………………………………… Signature: ..............................................

**ATTENDANCE FORM**

I, the undersigned, herewith declare that:

(name student) …………………………………………………………………………..

…participated in:

|  |  |
| --- | --- |
| Conference name |  |
| Address |  |
| Postal code and city |  |
| Country |  |
| Starting date |  |
| End date |  |

Name: …………………………………………………

Position: …………………………………..…………

STAMP

………………………………….…… ………………………….…… , dd/mm/yyyy

Signature City, Date