………………………… Lublin, ………………………

Stamp of the inviting entity

**APPLICATION FOR THE RECEPTION OF A FOREIGN GUEST**

1. **Person/entity inviting:**

……………………………………………………………………………………………………..

Title, first name and last name of the inviting person

……………………………………………………………………………………………………..

Name of unit

……………………………………………………………………………………………………..

Telephone number, e-mail address

1. **Last name and first name of a foreign guest:**

……………………………………………………………………………………………………..

Title/academic degree, last name and first name

……………………………………………………………………………………………………...

Name and address of home university/institution

1. **Date of stay:**

……………………………………………………………………………………………………..

Date of arrival - date of departure

1. **Purpose and reason for arrival:**

……………………………………………………………………………………………………...

………………………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

1. **Source of funding for stay:**

………………………………………………………………………………………………………

1. **Supervisor of the guest during the stay at the University:**

……………………………………………………………………………………………………….

Last name and first name

………………………………………………………………………………………………

Telephone number, e-mail address

1. **Estimated costs:**

|  |  |  |
| --- | --- | --- |
| **Benefit paid to the guest** | **Payment**  **method**  (tick the right one) | **Amount** |
| **Per diem:**  **Number of days**: ……………………. **Amount of per diem**: …………………… | advance  refund to guest |  |
| **Accommodation:**  Place of accommodation: …………………………………………….  ………………………………………………………………………...  ………………………………………………………………………... | bank transfer  refund to guest |  |
| **Travel costs from abroad:** | bank transfer  refund to guest |  |
| **Other:** | bank transfer  refund to guest |  |

**Confirmation of funding source:**

…………………………………………………………………………………………………………………………………

Signature and stamp of the Bursar

1. **Substantive approval of the visit:**

***I agree to receive a foreign guest***

*…………………………….. ……………………………..*

Signature of the Head of Unit Signature of the Vice-Rector

**Cash receipt**

I acknowledge the receipt of the sum of ,

in respect of the per diems to which I am entitled in connection with my stay at the Maria Curie-Skłodowska University on

Transferor ( supervisor ) Receiver ( foreign guest )

Lublin, date