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| To ITMO University’s  First Vice Rector  Daria K. Kozlova |

APPLICATION

Please allow my participation in the competition for obtaining individual financial support from the fund 581/2.3.3.2 to attend

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name of event)*. In case the decision is positive, please allow the issuing of the documents regarding my trip.

|  |  |
| --- | --- |
| PhD student: |  |
| Name, surname |  |
| Phone, email |  |
| Student group number |  |
| Specialization |  |
| Faculty |  |
| Thesis topic |  |
| Name, surname of scientific advisor |  |
| Purpose of the trip *(if participating in a conference, indicate the topic of your report)* |  |
| Deadline of registering for the event |  |
| Location of the event: |  |
| Country, city |  |
| Organization |  |
| Dates of the event: |  |
| Starting on |  |
| Finishing on |  |
| Dates of the trip: |  |
| Leaving St. Petersburg on |  |
| Returning to St. Petersburg on |  |
| Grounds for participating\* | Invitation from the hosting party |
| Status of the university (research center) organizing the event (positions in rankings etc.) |  |
| Costs estimate *(in the currency of payment)*: |  |
| Travel |  |
| Accommodation |  |
| Visa |  |
| Registration fee\*\* |  |
| Per diem\*\*\* |  |
| Source(s) and amount of co-funding of the trip  *(the co-funding amount should constitute no less than*  *30% of the costs estimate)*: |  |
| Contact person (if differs from the applicant): |  |
| Name, surname |  |
| Place of work, position |  |
| Phone, email |  |

\* *The invitation from the hosting party (confirmation of approval for presenting your report at the conference) and the conference’s program should be enclosed to the application. If a registration fee needs to be paid when registering for the conference, the application can be considered without the invitation. In this case, please send your invitation to* [*short-term@itmo.ru*](mailto:short-term@itmo.ru) *after the official announcement of results of the competition at least two weeks before the start of the trip.*

*\*\* Please provide an active, direct link to the registration fee on the event’s website.*

*\*\*\* 15% of the* [*standard*](https://drive.google.com/file/d/1MBjwVcFoA3PvbEwFSZAv5lA7u_mjx0CI/view?usp=sharing)*, last day is not paid for*

I commit to providing a financial report of my trip to the accounts department within three business days upon my return from the trip.

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| PhD student | |  |  |
|  | | *(signature)* | *(Name, surname)* |
| APPROVED | |  |  |
|  | |  |  |
| Scientific advisor | |  |  |
|  |  | *(signature)* | *(Name, surname)* |
| Head of work unit at ITMO  (if applicable) | |  |  |
|  | *(name of the unit)* | *(signature)* | *(Name, surname)* |
| Head of the Office of International Postgraduate and Doctoral Studies | |  | M. V. Skvortsova |
|  |  | *(signature)* |  |