Annex 1 to the Ordinance on admission, financing and settlement of costs of Foreign Visitors' stay at the University of Białystok

Białystok, ………………………

................................................................................

(Name of a person responsible for Foreign Visitor)

............................................................................
(organisational unit)

e-mail: ....................................................................

tel: .......................................................................

**Notification of arrival of a Foreign Visitor**

**Arriving Visitor’s details:**

Name: .................................................................................................................

Parent entity: ................................................................................................................

Entity address: .............................................................................................................

.................................................................................................................

Country: .................................................................................................................

Email: .................................................................................................................

Purpose of stay: ......................................................................................................

Stay period: ..................................................................................................................

Stay under agreement[[1]](#footnote-1): ...............................................................................................

**Plan of stay:**

|  |  |  |
| --- | --- | --- |
|  Date | Type of activity  | Description[[2]](#footnote-2) |
|  |  |  |

**Type and amount of planned costs[[3]](#footnote-3):**

|  |  |
| --- | --- |
| **Type of costs** | **Total cost** |
| Allowance(number of allowances....................................) |  |
| Accommodation costs(number of nights ...................................................) |  |
| Travel costs |  |
| Other....................................................................... |  |
| **Total** |  |

Source of funding: ................................................................................................

...........................................................

 Name of a person responsible for Foreign Visitor

1. in the absence of an agreement, the procedure for signing a bilateral agreement should be initiated [↑](#footnote-ref-1)
2. for visiting lecturers, please list the lectures, seminars, classes along with the number of conducted hours [↑](#footnote-ref-2)
3. to be filled in if the Visitor's stay is funded [↑](#footnote-ref-3)