

## Application Form

<b>Personal Details</b>		
Surname:	First name:	Gender:
Contact address:		
Street/P.O. Box:		Postcode/City:
Email address:	Telephone:	
Name of bank:	BIC:	
Account holder:	IBAN:	
Faculty:	Department/Institute	
Doctoral candidate since (month/year):		
Please submit a copy of your certificate of enrolment with the application.		
Name of supervisor:		

<b>Conference Details</b>	
Exact title of the conference:	
Website of the event:	
Location:	Country:
Conference start date:	Conference end date:
Date of arrival:	Date of departure:
Have you been invited to give a presentation?	<input type="checkbox"/> Yes (please attach the invitation)
What type of contribution has been submitted?	<input type="checkbox"/> Oral presentation <input type="checkbox"/> Poster presentation <input type="checkbox"/> Other
Has the submitted presentation / poster already been accepted for presentation? (Active participation in the conference is a prerequisite for funding.)	<input type="checkbox"/> Yes (please attach confirmation; a decision on the application can only be made once confirmation has been received). <input type="checkbox"/> To be submitted later
Topic/title of the contribution:	
Will you assume an official role during the conference (e.g. session chair)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, namely:

<b>Details of (Estimated) Costs</b>	
Travel costs	€ _____
Place of departure: Destination:	

Conference fees	€ _____	(conference fees only, excluding optional additional services)
Which costs are covered by a third party:		
Travel costs	€ _____	Place of departure:
		Destination:
Conference fees	€ _____	(conference fees only, excluding optional additional services)

<b>Attachments</b>	
Statement of reasons for the application (academic relevance / suitability of the conference; significance for the doctoral project and future plans) and letter of recommendation from the supervisor (consent to the trip; relevance of the conference to the doctoral project; academic suitability of the applicant).	<input type="checkbox"/> Attached
Abstract (short summary of the contribution; approx. ¼ page)	<input type="checkbox"/> Attached
Confirmation of the applicant's own contribution, e.g. acceptance of presentation or poster.	<input type="checkbox"/> Attached
If applicable, evidence of funding from a third party.	<input type="checkbox"/> Attached
Evidence of research into and applications for external funding opportunities (e.g. DAAD travel grants for research), for example rejection letters for applications.	<input type="checkbox"/> Attached
Confirmation from the supervising professor that funding from the professor's own resources is not possible.	<input type="checkbox"/> Attached
Confirmation letter from the Dean's Office stating that funding from the faculty is not available.	<input type="checkbox"/> Attached

<b>By signing below, I confirm that the above information is correct.</b>	
Place:	
Date:	Signature of the applicant: