**Agreement for short-term visit (required for hosting department’s application for funding)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to give \_\_ lecture(s) “\_\_\_\_\_\_\_\_\_\_” / to hold \_\_ seminar(s) “\_\_\_\_\_\_\_\_\_\_\_” according to the following conditions:

* if I am paid a honorarium, the payment will be transferred to my account in euro / USD.
* the honorarium can be paid to me only if I have a work visa.
* HSE will send me the invitation for the visa application. The application itself is my own responsibility.
* the University will buy me the return ticket\* and pay for the reservation of a standard single room

\* according to the following conditions:

- visiting scholar informs about suitable dates of flight/trip and the place of departure;

- hosting department suggests options according to the approved budget;

- travel dates should not differ from the dates of the beginning and the end of event for more than two days;

- the city of arrival and departure (in Russia) should be the same as the HSE campus which hosts the visiting scholar.

*(date) (signature) (surname)*