SAINT-PETERSBURG STATE UNIVERSITY
Research Office
International Research & Technology Department
Incoming mobility specialists:
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STAFF EXCHANGE APPLICATION FORM

№	EXCHANGE PROFILE	
1.	Applicant's full name(s)	
2.	HomeUniversity	
3.	HomeUniversity's full postal address	
4.	Home Faculty/Department	
5.	Position at Home University	
6.	Host University	
7.	Host Faculty	
	Person at Host Faculty to be visited:	
8.	Full name	
9.	Position	
10.	Contact information (tel., e-mail)	
	Exchange period:	
11.	Total duration of exchange visit (amount of days)	
12.	Dates of visit	from till
13.	Alternative dates of visit	from till
14.	**Accommodation** Please choose:	I would like to stay at SPSU guest house; I will organize my accommodation by myself
15.	Please describe briefly **the purpose of your exchange visit** to SPSU (conducting joint research projects, working on joint papers with SPSU colleagues, delivering lectures, etc.)	
	APPLICANT'S PERSONAL DATA	
16.	Family name	
17.	Given name(s)	
18.	Sex	
19.	Date of birth	
20.	Country of birth	
21.	City of birth	
22.	Citizenship	
23.	Home address	
24.	E-mail	
25.	Contact phone	
26.	Travelling passport full number	

27.	Travelling passport valid till *Please be informed that your passport must be valid at least **six months** after the end of the exchange visit!*	
28.	**Do you need Russian visa?** *Please note that **tourist visa** does not fit within academic exchange purposes, and **Common Humanitarian visa for Scientific-Technical Relations** is required!*	Yes, I will apply for Russian visa(please attach the high-quality scan-copy of your travel passport) No, I already have a valid Russian visa of *Common Humanitarian* type purposed for *Scientific-Technical Relations* (in this case please attach the high-quality scan-copy of your visa and travel passport)
29.	If Russian visa needed, what Consulate will you apply to?	Country: City:
By signing the present form I am aware of and consent to the following: any personal data concerning me which appears on this Application Form may be supplied to the relevant authorities of the University and to authorities of the Russian Federation, if necessary, for the purposes of a decision on my application. Such data may be input into, stored and processed in, databases accessible to the relevant authorities of the Saint-Petersburg University and of the Russian Federation.		
Applicant's signature:		**Date:**