

Information Sheet Cost Subsidy from Support Funds and Budget of the International Office

(1 measure per application)

Introductory Events (Fees for speakers, hospitality for participants, rental of venues)

Introductory events are all integrative measures that introduce international students to the general and subject-specific study situation, as well as to the social, legal and economic requirements of the study or research stay.

At least 50% of the participants must be international students (at least 10 international students).

Examples: Orientation Days, Welcome Party, Info Evening

NO deductible

Subject-Related Events (Fees for lecturers, copying costs for exercise material)

Subject-related events are both, events that deepen the study programme and events that accompany and supplement the study programme. *At least 50% of the participants must be international students (at least 5 international students).*

Examples: Lecture series, lectures, specialist working groups, colloquia, seminars

NO deductible

Events Promoting German Culture and Language (Fees for speakers, hospitality for participants, information material)

Events with a German cultural objective are not bound to a specific event form, but should convey a picture of the cultural, political, economic and social life of the host country. *At least 50% of the participants must be international students (min. 10 international students).*

Examples: Lectures, study groups, theatre visits, concerts, slide shows, film screenings, art-historical or folkloristic trips to the surrounding area or neighbouring cultural spaces of the university location, summer festival, Christmas party

25% deductible for activities with excursion character outside the university!

Events Promoting Foreign Culture and Language (Fees for speakers, hospitality for participants, information material)

Cultural events should be designed by international students themselves. They serve to inform and impart knowledge about foreign countries and peoples and to maintain the cultural identity of international students. *At least 50% of the participants must be international students (at least 10 international students).*

Examples: Country/info evening, international cooking, culture days, musical evenings

NO deductible

Excursions

Excursions serve to deepen and broaden study-related knowledge, to provide specific information about government institutions, culture, economy and society in the Federal Republic of Germany and to enable participants to meet each other. At least 80% of the participants must be international students (at least 20 international students). **25% deductible**

Settlement of cost contribution

Applicant: _____

Department: _____

Study Course: _____

Measures for international students:

Event

- Introductory
- Subject-related
- German culture
- Foreign culture

Excursion (Attention! 25% deductible)

- The cost contribution by the department is _____ €
Share of int. students: _____ out of _____ in total
- The responsible dean has approved it

Information Material

- for events for international students
- for studying
- legal guidelines

Type of implementation:	
Organisational design/ structure	
Duration:	Date _____ Time: from _____ to _____
Place:	
Number of participants (Share of internationals)	
Effect of the measure	

<p>Amount of financial resources applied for _____ Euro</p> <p>Amount of provable expenses: _____ Euro</p>	<p>if relevant:</p> <p>Personal contribution of students: _____ Euro per person</p> <p>Personal contribution of department: _____ Euro</p> <p>Received advance payment: _____ Euro</p>
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Note: Please glue all original receipts, one-sided on A4 sheets and attach them to this statement. Please do not staple together or overlap. The receipts must be "copyable". For events or excursions, a list of participants must be attached.

Please transfer the amount paid to the following account:

Recipient: _____

Private Address: _____

Name/registered location of bank: _____

BIC: _____

IBAN: _____

Place, Date _____

Signature _____

International Office- Comments
