

To International coordinator  
BKV Office

**Request to establish a postdoctoral fellowship**

Subject area: \_\_\_\_\_

Project title:  
\_\_\_\_\_  
\_\_\_\_\_

Period (date): \_\_\_\_\_

Project number: \_\_\_\_\_

Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Date/Supervisor's signature

Decision to establish a postdoctoral fellowship

\_\_\_\_\_  
Date/Head of Department

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**HR notes**

*Registration number:* \_\_\_\_\_

*Check, no salary or stipend has been paid to the fellow* \_\_\_\_\_

*Financial reconciliation with financial officer date:* \_\_\_\_\_

*The stipend is announced date:* \_\_\_\_\_

*Application deadline:* \_\_\_\_\_

*Fellowship decision date:* \_\_\_\_\_

*Copy of decision to salary department for payment date:* \_\_\_\_\_

*Copy of decision to scholar, supervisor, head  
of division, division coordinator,* \_\_\_\_\_

*Original documents to records manager for closure date:* \_\_\_\_\_