

To:
Lisa Dobrosch, International Coordinator BKV
Division of Administrative Support (VS)
Campus US, Building 511, floor 12

Request to establish Research Preparatory Scholarship

Subject area: _____

Project title: _____

Scholarship period (date): _____

Project number: _____

Supervisor: _____

Date

Signature of the Supervisor

Head of Department: _____

Date

Signature of the Head of Department

HR notes

Registration number: _____

Check, salary/scholarship has not been paid to the scholar: _____

Financial reconciliation with financial officer (date): _____

The scholarship is announced (date): _____

Scholarship application deadline: _____

Scholarship decision (date): _____

Copy of decision to payroll office for payment (date): _____

*Copy of decision to the scholarship holder, supervisor, head
of division, division coordinator:* _____

Original documents to registrar for closure (date): _____