**International Activity Request Form for UST Academics**

**To be carried out, all international activities must have all the background information requested in this form, including the corresponding authorizations. The record of these will be maintained by the Directorate of International Relations**

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| --- | --- |
| **Background of the Academic** | |
| Name and surname: | |
| E-mail: | Faculty: |
| Campus: | Academic Unit: |
| Postgraduate Program: | Research Center: |
| Academic Hierarchy: | Application Date: |
| Signature of the applicant: | |

|  |  |
| --- | --- |
| **Activity abroad** | |
| Destination institution (indicate University, major or program): | City and country: |
| Type of activity (briefly describe the type of activity, e.g. research internship, academic exchange, undergraduate or postgraduate teaching, etc. You must attach a letter of support for the activity issued by the destination Institution). | |
| Activity date | Duration: |
| Mode of the activity (in person/online): | |

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| **Funding Source** | | |
| UST | Yes | No |
| If you have partial or total UST financing, indicate the unit(s) that will provide it and the respective amounts (*attach supporting documents such as emails, if applicable*). | | |
| If you have financing that comes from another source, other than the UST, indicate the details (*e.g. destination institution, scholarship or other*). | | |

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|  | **Authorizations** | |
| Cargo | Full name | Signature |
| Campus Rector/Academic Director (if applicable) |  |  |
| Dean of the Faculty |  |  |
| Postgraduate General Directorate (if applicable) |  |  |
| General Directorate of Applied Research and Innovation (if applicable) |  |  |
| International Relations Office |  |  |

\* Note: For travel purposes, the academic must adhere to the Institutional Travel and Stay Policy.