

Checklist

Students travelling to conferences outside Europe

- 1. Complete the application form and send it to forschen-at-studium@uol.de.**
The application form „Presenting Student Research at Conferences outside Europe“ can be found on the [forschen@studium website](#).
- 2. With the confirmation of a funding opportunity, you will receive the document "Data collection form for assignments for external speakers or lecturers".**
- 3. As a next step, the completed document „Data collection form for assignments for external speakers or lecturers“ should be submitted, only then a binding funding commitment can be made.**
- 4. Binding confirmation by the forschen@studium team**
- 5. After the meeting / conference**
Submission of the original receipts for the costs incurred (ONLY travel expenses, accommodation, participation fee) to forschen@studium by e-mail: forschen-at-studium@uol.de
- 6. Feedback on the conference visit**
Please list three interesting facts about your research project and write a short review on the conference you attended. Please submit the feedback with the other documents.

For more information, please visit our [website \[forschen@studium\]\(mailto:forschen@studium\)](#).