Приложение № 3 к Регламенту:

**Проект типового письма**

Date: To:

Dear …,

We are highly pleased to invite you for a short stay at HSE – Saint Petersburg as a Visiting Professor under the following terms:

**Duration of stay:** from [dd/mm/yyyy] to [dd/mm/yyyy]

**Hosting Department:**[name of the inviting department of HSE – Saint Petersburg]

**Host Person:**  [name], [position]

 Email: [email of host person] Contact phone: [phone number]

**Commitment:** [describe VP’s duties e.g. topics and dates of lectures, name of the degree programme / event where VP is supposed to deliver, number of contact hours to be delivered, other duties to be committed – list here or attach a separate spreadsheet]

According to the Visiting Professors Regulation, HSE – Saint Petersburg will cover the following costs related to your stay at our campus: [list approved expenses only!]

* remuneration
* travel expenses: [provide detailed information of travel expenses to be covered]
* accommodation: [provide detailed information on the type of accommodation provided]
* transfer [from the airport/to the airport/other transfers]
* [list other expenses, if applicable]

Your Host Person will be glad to guide and assist you with all further formalities.

**Please note:** this letter is not suitable for visa application – we will provide you a formal visa invitation letter shortly.

We are very much looking forward to welcoming you on campus and we highly appreciate your expertise and further commitment towards internationalisation of our campus!

Yours sincerely,

Director of HSE – Saint Petersburg Anna Tyshetskaya