

For Secretariat use only:

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**Association of Christian Universities and Colleges in Asia**

**Faculty Mobility Scheme (FMS)**

Travel and Living Expenses Subsidy

Picture

 **[Information on Nominee]**

|  |  |
| --- | --- |
| Name | (Family, First, Middle) **☐** Mr. **☐**Ms. : |
| E-Mail |  |
| Study Abroad Period |  |

**[Information on Host Institution]**

|  |  |
| --- | --- |
| Coordinator’s Name |  |
| Position |  |
| Name of Institution |  |
| E-Mail |  |

**[Amount of Airfare]\***

|  |
| --- |
| USD:  |

\*The original invoice or receipt, quoted in United States Dollars, as well as the local currency, issued by the travel agency or airline is required. If not in English, please provide an English translation of the same.

[Information on Nominee’s Home Institution]

|  |  |
| --- | --- |
| Coordinator’s Name  |  |
| Position |  |
| Name of Institution |  |
| Postal Address |  |
| E-Mail |  |
| Tel. |  | Fax. |  |
| Signature and Date: |

Instructions:

1. Please fill out this form clearly using block letters, and attach the following:
	* copy of acceptance letter from the host university
	* copy of the flight tickets and itinerary

Please note that applications without these attachments will not be considered.

1. Send BY EMAIL to:

acuca.secretariat.hnu@gmail.com