



**CONFIRMATION OF RECEIPT OF NORDPLUS HIGHER EDUCATION GRANT**

Academic year: 2020-2021

**TEACHER MOBILITY**

This form will be kept on file by the higher education institution. The grant will normally not be paid until the form has been completed and signed. The main condition for receiving a grant is:

- Grants are awarded only for exchange activities eligible for support lasting no less than a minimum of eight teaching-/working hours.

If this condition is not met, the grant may be revoked partly or in full.

<b>Home institution:</b>			
<b>Teachers name:</b>			
<b>Age:</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<b>Nationality:</b>
<b>Address:</b>			
<b>Subject:</b>			
<b>Teaching activities to be carried out:</b>			
<b>Other Activities:</b>			

<b>Host institution:</b>	
<b>Country:</b>	
<b>Duration of exchange:</b> from (dd/mm/yyyy)	to (dd/mm/yyyy)

I have been awarded a Nordplus grant of \_\_\_\_\_EUR and agree to the following terms and conditions:

- I shall use the grant solely for covering the cost of travel, board and accommodation incurred as a result of the exchange study programme.
- In the event that I terminate or interrupt my studies/placement exchange I shall repay the grant partly or in full.
- I am responsible for taking out adequate insurance.
- I shall report back on my exchange studies.

I declare that the information given in my application is correct and accurate.

Place and date      Grant holder's signature      Place and date      Coordinator's signature (and stamp)

- New employee (also hourly-paid teachers in an empl. rel.)
- Change to previously provided information
- Fee recipient external to Aalto  
(Fill in items highlighted in grey)

**Personal data (Please use block letters)**

Last name (underline preferred name)		First names (underline preferred name)		
Date of birth / ID code		Period of validity of residence permit N/A		
Home address in home country		Postal code and city		
Home address in Finland (if permanently residing outside Finland)		Postal code and city		
<input type="checkbox"/> Female <input type="checkbox"/> Male	Mother tongue	E-mail address		Home telephone number
Home country		Nationality		Dual citizenship
Next-of-kin, name, tel. (ICE)				
Aalto University needs information on the educational history of their employees. The degree details given below may be entered into the university HR database provided that the employee also submits a copy of the degree certificate, and in case of certificates in other languages than Finnish, Swedish or English, a copy of a Finnish or English translation of it.				
Highest degree or number of ECTS credits earned		Degree earned at		Language of degree earned

**Consent to the employer for managing personal data stored in Aalto University student register. Fill out if you are currently a student at Aalto University:**

Student number \_\_\_\_\_

I hereby give consent to the employer to collect and process personal data stored in Aalto University student register during the employment relationship. The consent covers data that is directly necessary for managing the employment relationship. Such data can be data of study rights, enrolment, graduation, completed degrees and study attainments. Such data can also be the name of a doctoral student's professor in charge and a doctoral student's classification to a full-time or part-time student. The completed degrees can be stored in the HR personal data system.

I do not give consent.

**Salaries or fees paid by Aalto University may be paid into the bank account specified below.**

Name of bank (Bank address needed in case of international payments)

For EU and ETA countries, provide the bank account number in IBAN format, and for other countries, in the standard format of that particular country.

SWIFT/BIC code

Clearing/routing or transit numbers (required if the account is in Canada, Australia or the USA).

Please append your tax card to this form if you have not already submitted it to the Aalto payroll.

<input type="checkbox"/> Tax card appended <input type="checkbox"/> Tax card already submitted to payroll <input type="checkbox"/> Tax card to be submitted later <input type="checkbox"/> Tax card not to be submitted	Please submit my payslip: <input type="checkbox"/> to my online bank (Aditro e-payslip) <input type="checkbox"/> on paper or via Netposti (Netposti requires registration by employee)
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Employees who have not submitted a tax card will have 35% tax at source (foreign citizens) or 60% total tax (Finnish citizens) withheld from their pay.

Date	Signature
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Aalto University uses the personal details provided on this form to fulfil its legal obligations as an employer.

Please fill in and sign the form and submit it to the Aalto University payroll.

New employees or fee recipients also enclose their tax cards and the employment contract / fee payment form. Foreigners also enclose a copy of the passport and a copy of the residence permit / visa (if non-EU citizen).