|  |  |  |
| --- | --- | --- |
| Technische Universität Chemnitz ∙ 09107 Chemnitz[address visa issue agency in country of origin] | Phone:Fax:Email:Internet: Location, date: | +49 371 531-+49 371 531-…@tu-chemnitz.dewww.tu-chemnitz.de/Chemnitz, . .2019 |

**Invitation of [name of guest researcher] for stay for research at the Professorship [designation of professorship] of Chemnitz University of Technology**

Dear Madam or Sir,

the Professorship for [designation of professorship] at Chemnitz University of Technology invites [title, name, surname, nationality, date of birth, passport number of guest researcher], [status at home university] at [designation of home university] for a stay for research at the professorship which will last for the period from [date of entry] to [date of departure].

During his/ her stay, [name of guest researcher] will work on his project “[title of research project]“ with the following tasks and objectives:

* …
* …

In order to enable the successful implementation of these activities, the Professorship will provide the necessary appropriate facilities and equipment for [name of guest researcher], i.a.

* …
* …

[name of guest researcher] will be self-responsible for the payment of travel and subsistence costs related to this research stay abroad, i.a. sufficient health insurance covering for [name of guest researcher] [and accompanying persons].

As the Professorship of [designation of professorship] of Chemnitz University of Technology is convinced that the research which will be implemented by [name of guest researcher] during his/ her stay will substantially contribute to the research profile of the Professorship, it is very much looking forward to welcome [name of guest researcher] at Chemnitz University of Technology and kindly asks the [Embassy/ General Consulate] to issue a visa for [name of guest researcher] [and his/ her accompanying family members] from [date of entry] to [date of departure] for the implementation of the intended research project at Chemnitz University of Technology.

In case of any questions or need for further information related to the stay of [name of guest researcher] at my professorship, please do not hesitate to contact me.

With kind regards

Prof. Dr. [name of professor]