MODEL INVITATION LETTER
for Types 1 and 3
Individual Mobility Grant

MUST BE ON OFFICIAL HEADED PAPER OF THE HOST UNIVERSITY/INSTITUTION

Addressee:  (must be the applicant of the Individual Mobility Grant)

Date:     (please remember that the date of the invitation letter must be subsequent to the previous IMG application deadline)

OBJECT:  Invitation for a visit to our university/institution in the framework of the Tempus IMG scheme

Dear Sir/Madam,

We hereby invite you to the (name of the university/institution), (name of the Department/Faculty), from day/month/year to day/month/year (XX weeks and XX days), in order to (please give the purpose of the visit). During your visit at our university/institution, we will help you in carrying out the following activities:

(List of activities to be carried out by the IMG beneficiary)

(Add any practical arrangements/comments you deem necessary)

For all matters linked to your visit, you can contact (name of contact person, with contact details)

Yours sincerely,

SIGNATURE of the person legally authorised to represent the host university/institution

POSITION of the person legally authorised to represent the host university/institution

OFFICIAL STAMP or SEAL of the university/institution