



Application for a **STUDY VISIT to DG SCIC**

[Please ensure that requests are discussed in advance with the Head of the relevant Interpretation Unit]

University/Institution:

Address:

Country:

Name of Director:

Contact person:

Phone:

E-mail:

Times and dates requested for your study visit (*):

1. Please indicate which periods would be suitable – in order of preference:

.....

2. Which weeks or dates would not be suitable at all (exams, etc.)?

.....

Duration of the study visit (check the appropriate box):

1 day (or ½ day) if you visit DG SCIC only (*for Universities which do not have active cooperation with DG SCIC*)

2 days if you visit DG SCIC only (Monday + Tuesday), or

3 days (Monday to Wednesday): if it concerns a visit to both Institutions, EC (DG SCIC) and EP (DG LINC), *please don't forget to file a separate request to the EP (LINC.universities@europarl.europa.eu)*

Number of students that will participate in the study visit (max. 12): ... **Accompanying teacher(s):** ...

Accommodation paid by DG SCIC for the duration of the study visit? Yes: No:

(Offered to Universities outside Belgium providing training mainly in A-languages which are most needed by DG SCIC - *for more info, please contact SCIC-study-visits@ec.europa.eu*)

Date and Place:

Official Stamp

Signature:

(*) DG Interpretation cannot always respond favourably to all requests; by providing alternative dates, ranked according to your preference, we might be able to satisfy your demand.

Please **scan** this form (duly completed, signed and stamped) and send it to:

SCIC-study-visits@ec.europa.eu,

with a copy to the Head of Interpretation Unit responsible for co-operation with your university

DG SCIC's study visit coordinator is:

Ms. Kris Van Balen

DG Interpretation – Unit B1

Office L102 – 07/006, B-1049 Brussels – tel.: (+32-2) 2968436