

Identification applicant

Identification activity

Student number: 20	Name activity:
Name:	Dates: from to
	Location (city+country):

Requested amount	(Digital) signature applicant	(Digital) signature supervisor
€	Date:	Name:

Only to be filled in if activity has taken place in another country:

- I have a personal FWO-fellowship: Yes No
- I have applied for an FWO travel grant: Yes No
- The reason I did not apply is (FWO condition or [exceptions](#)):
If you selected "others", please specify:
- I have applied for an FWO travel grant, but the amount was not sufficient: Yes No

I declare on "good conscience" that this form was filled in truthfully:

I declare on "good conscience" that I will offer these costs for reimbursement through my education credit only:

HOW TO SUBMIT YOUR APPLICATION FILE:

- PhD researchers *with staff number* of the University of Antwerp: submission via [iExpense](#)
- PhD researchers *without staff number* of the University of Antwerp: submission as [Third Party Expenses](#).

Always mention the ADS cost centre [Department 54 Unit AD012000 Activity Project GIOPLKRE](#)

ATTACHMENTS TO YOUR APPLICATION FILE (to be uploaded):

1. **Application form educational credit** (= this form), [\(digitally\) signed](#) by all parties
2. **Proof of payment**
 - Proof of costs (invoices, proof of registration on personal name and with exact amount, travel tickets (boarding passes, train tickets,...) or receipts in case of cash payments)
AND
 - Proof of payment (bank statements or credit card statements where these payments are mentioned,...)
3. **Proof of participation**
 - certificate of participation/attendance mentioning your name
 - for research residencies: motivation letter including the learning component
4. **In case of activity abroad** (only necessary if reimbursement of travel expenses - travel and/or accommodation - is requested)
 - The **application for the FWO travel grant** and the **decision from the FWO** and only in case you received a fixed allowance from the FWO and this did not suffice to cover all accommodation and per diem costs:
the completed **financial report of FWO** with a listing of ALL costs that you made

Requirements and procedure can be found on: <https://www.uantwerpen.be/educred-reimbursement-procedures>

For additional questions you can contact DoctoralSchool@uantwerp.be