

Assessment Fee

Employees residing in Europe



Note: SDU staff and students cannot receive fees.

The following information must be completed by the **employee**:

Full Name											
Date and year of birth	Day:			Month:			Year:				
TIN-number*											
E-mail											
Street											
House number				Floor							
Postal code				City							
Country											
Are you permanently affiliated with a university?	Yes, as an employee No										
	Yes, as a student										
	If yes, which university: _____										
Name of your bank											
Adress of your bank											
IBAN number											
SWIFT/BIC code											

* Instructions on how to find your TIN-number can be found [here](#). Please note that if you do not provide your correct TIN number, we will not be able to process the payment.

Date: _____

Signature: _____

The form must be sent to the institute for further processing.

The following information must be completed by **the institute**:

Dato for arbejdets udførelse		Stillingsnummer	
Beskrivelse af bedømmelse	Professor	Doktordisputats	
	Lektor	Licentiatafhandling/PhD	
	Eksterne lektorer	Prisafhandling	
	Adjunkt		
Antal bedømmelser		Navn	

Underkonto									
Artskonto	1	8	1	1	7	2			
Omk. Sted									
Formål									
Projektnummer									
Analysenummer									
Omk. Sted 2									

Dato: _____

Underskrift*: _____

* Skal underskrives af en underskriftbemyndiget med ret til at anvise lønbilag jf. [SDU's regnskabsinstruks](#)

Blanketten sendes af instituttet til: loen@sdu.dk og skal indeholde underskrift fra medarbejder og institut