

Assessment Fee

Employees residing outside of 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										
Account number										
SWIFT/BIC code										
Routing number										
Name of account holder										

* 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 anvisa lønubilag jf. [SDU's regnskabsinstruks](#)

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