

*High Energy Theory Group  
Institute of Physics, Academia Sinica  
Taipei, Taiwan R.O.C.*

## Checklist of documents and information required from foreign visitors receiving travel supports

Below is a list of items needed for funding application and reimbursement. Please fill out the following information sheet and email it together with applicable items in “one package” to the group secretary 8 weeks prior to your expected arrival date to avoid delays.

### ※ Prior to your visit (in PDF format)

Visitor full name: \_\_\_\_\_

- Updated curriculum vitae including publication list
- E-ticket receipt including itinerary (Please provide us copy of it even though you don't receive airfare support)
- Valid Passport photo page
- Expected dates of visit  
Arrival date, time & airline name and flight \_\_\_\_\_  
Departure date, time & airline name and flight \_\_\_\_\_
- Total amount of round trip airfare \_\_\_\_\_ (please ignore if you don't receive airfare support)

Preferred currency for airfare reimbursement (Please skip if you don't receive airfare support)

- New Taiwan Dollar    USD    Euro    CNY

Do you need guest room reservation at Academia Sinica?

- Single    Double    No

Do you need insurance 「國際技術合作人員綜合保險」 coverage during your visit in Taiwan? It mainly covers accidental death, dismemberment, injury and hospitalization due to disease or accident during your short visit in Taiwan. The premium will be covered by us.    Yes    No

Please SIGN the following Declaration Statement if you choose to waive the insurance coverage.

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### ※ Items to be collected afterward

- Signed receipt forms for per diem and/or airfare
- Copy of the entry stamp page of passport
- Copy of “Exit & Entry Permit Taiwan Republic of China” (中華民國台灣地區入出境許可證)  
~If you hold a People's Republic of China passport
- Original receipt and/or proof of airfare payment
- Original copy of boarding pass(es)

**Please do as on conference site after your arrival.**

Contact person:

Ms. Svetlana Sam

Group Secretary, High Energy Theory Group

Institute of Physics, Academia Sinica, Taipei, Taiwan R.O.C.