

Faculty of Business & Law
International Affairs

Application Form – Teaching / Staff Mobility

Please fill out the following application form as thoroughly as possible, to ensure we find the best possible placement for your stay with us in Frankfurt. Send to Elizabeth Harris (elizabeth.harris@fb3.fra-uas.de)

Date of request (dd.mm.yy)			
Your Contact Information	Title:	First Name:	Last Name:
	Gender: (M/F/D)	Phone:	E-Mail:
	University:		Department/Faculty:
	Position and area of academic expertise/teaching:		
Your Profile / Current professional activities (Please attach your CV along with a brief statement informing us of your aims and motivation of your visit)			
Timeframe of your visit	Please provide at least one, at best 2+ proposed dates for your visit, keeping in mind the lecture periods (see academic calendar at the bottom) in Frankfurt:		
Purpose of your visit	<input type="checkbox"/> Mobility for Teaching (Minimum: 8 Teaching hours) <input type="checkbox"/> Mobility for Research <input type="checkbox"/> Staff Mobility for Training		
Contact information of your identified working partner/ colleague in Frankfurt (This information is necessary for your application to be correctly processed)	First Name / Last Name:		
	Position:		
	Phone:		
	Email:		
If you have made contact with more than one faculty member, please enter their contact information here	First Name/ Last Name:		
	Position:		
	Phone:		
	E-mail:		

Contact information of faculty members, grouped according to areas of academic expertise:
<https://www.frankfurt-university.de/en/about-us/faculty-3-business-and-law/academic-subject-areas/>

Additional Information that could help you to organize your visit to Frankfurt:

Academic Calendar:

Summer Semester 2024: Lectures begin April 15, 2024 and end July 19, 2024

Winter Semester 2024-2025: Lectures begin October 15, 2024 and end February 14, 2025

Summer Semester 2025: Lectures begin April 7, 2025 and end July 11, 2025

Winter Semester 2025-2026: Lectures begin October 13, 2025 and end January 30, 2026

Housing in Frankfurt: <https://www.frankfurt-university.de/en/studies/international-office/incomings/counseling-and-support-services-for-international-students/housing-and-accommodation/>

Ansprechpartner: Marion Kosmalla

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E-mail: kosmalla@io.fra-uas.de

Information regarding Visas:

https://www2.daad.de/medien/deutschland/stipendien/formulare/immigration_and_residence_january_2017.pdf

About the Faculty of Business and Law:

<https://www.frankfurt-university.de/en/about-us/faculty-3-business-and-law/the-faculty/core-values/>