

**To whom it may concern,**

**I am pleased to invite** (name of the person)

**to** (name of the organization) \_\_\_\_\_, Finland

**Commitment from host:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School and department: \_\_\_\_\_

E-mail and tel.: \_\_\_\_\_

**Contact person at the department (if other than host):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School and department: \_\_\_\_\_

E-mail and tel.: \_\_\_\_\_

**Commitment made for:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of birth and nationality: \_\_\_\_\_

Passport number: \_\_\_\_\_

Institution: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Title of the position offered:** \_\_\_\_\_

**Duration:** \_\_\_\_\_

**Research/study area and main duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salary paid by the organization: \_\_\_\_\_

€/month

If work is part-time, percentage: \_\_\_\_\_

Salary paid by another organization and name of the organization: \_\_\_\_\_

€/month

Grant/scholarship granted by the organization: \_\_\_\_\_

€ total

Grant/scholarship granted by another organization (and name of the organization) or self-financed: \_\_\_\_\_

€ total

**Status:** Employee \_\_\_\_ Other \_\_\_\_

In case of an employment contract, the collective agreement of Finnish universities is binding. By signing this document the invited person and the receiving organization commit to fulfilling agreed duties.

This agreement will automatically terminate, if the invitee is denied entry or if the legal relationship between the hosting organization and the invitee ends.

**Additional information** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the  
Inviter

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the  
Invited person

\_\_\_\_\_