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| --- | --- | --- |
| Category |  |  |
| Outgoing | CV of applicant |  |
| Details of host abroad |  |
| Travel dates |  |
| Copy of invitation from host(s) |  |
| Quotations (e.g. flights, accommodation, etc.) |  |
| Budget must be more than R50 000 for longer visits as only 50% of the budget will be funded by DRD |  |
| Proof of Co-funding sources (e.g. Deans fund or SOS funds) |  |
| HOD signature at the end of the application |  |
| Incoming | CV of visitor |  |
| Copy of invitation to visitor and expectations from visitor |  |
| Copy of provisional acceptance of invitation from visitor |  |
| Quotations (flights, accommodation, etc) |  |
| HOD signature at the end of the application |  |
| Proof of Co-funding sources (e.g. Deans fund or SOS funds) |  |

# Checklist