



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

**FORLILPSI**

DIPARTIMENTO DI FORMAZIONE,  
LINGUE, INTERCULTURA,  
LETTERATURE E PSICOLOGIA

To .....

Subject: Invitation letter

Dear .....

Pursuant to the established Agreement of cultural and scientific cooperation between the University of Florence and the University of ..... signed by the Presidents of both Universities on ..... with the aim of promoting the cultural and scientific exchange between the two academic institutions, I, the Director of the Department of Department of Education, Languages, Intercultures, Literatures and Psychology of the University of Florence, hereby with this letter confirm our invitation for Prof. .... (date of birth: ....., country of birth ..... Passport n. .... expiring date .....), for an exchange and training period from ..... to ..... for carrying out the following activities in the Department of Education, Languages, Intercultures, Literatures and Psychology of the University of Florence, Italy.:

- teaching activity: .....
- scientific research: .....
- scientific writing: .....

The Department will provide the necessary study and experimental equipment for you.

In relation to this, I hereby specify the following:

- travel, subsistence and accommodation expenses are supported by a grant of not more than € ..... financed by the University of Florence
- any additional expenses including health insurance related to your study and research work in the Department will be entirely covered by you/your institution.

Reimbursement by the University of Florence is ensured only under the strict condition that the originals of all receipts and invoices in relation to your travel, subsistence, accommodation are duly collected and submitted to the University of Florence. Should the originals be missing no reimbursement will take place.

Yours faithfully,

Prof. Ersilia Menesini  
Director

---

Prof. ....  
Research Advisor

---