



GRADUIERTEN-  
AKADEMIE



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

heiDOCS Publication Grant

APPLICATION FOR THE REIMBURSEMENT OF  
PUBLICATION OR PROOFREADING EXPENSES

**PERSONAL INFORMATION**

Last name, first name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**BANK ACCOUNT INFORMATION**

Account holder: \_\_\_\_\_ Bank: \_\_\_\_\_

IBAN: \_\_\_\_\_ SWIFT/BIC: \_\_\_\_\_

Name and address  
of the bank: \_\_\_\_\_  
(for banks outside of Germany)

**INFORMATION ABOUT EMPLOYMENT AT HEIDELBERG UNIVERSITY<sup>1</sup>**

a) I am an employee of Heidelberg University or am related to  
an employee at Heidelberg University.  Yes → go to b)  No

b) Please enter the 8-digit LBV personell number<sup>2</sup> of the employee

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**AFFIRMATION**

- I affirm that the information provided is correct and complete.
- I affirm that I have not received nor will I receive reimbursement of the publication or proofreading expenses from any other source / that I have notified the Graduate Academy about any external funding to cover part of the publication or proofreading expenses.

\_\_\_\_\_  
Location, Date

\_\_\_\_\_  
Signature

## **CHECKLIST FOR THE APPLICATION FOR REIMBURSEMENT OF PUBLICATION OR PROOFREADING EXPENSES**

- Invoice** of the service provider (if you have not submitted this proof to the Graduate Academy already during the application process)
- Proofs of payment** such as bank account statements or PayPal transfers if the receipts do not show that payment was received or if the expenses are in a currency other than Euro
- If applicable: **Proof of the publication of your doctoral thesis** (e.g. link to the website of the publishing company)
- If applicable: **Proof of external funding** for the publishing or proofreading costs

### **NOTES**

#### **<sup>1</sup> Information about employment at Heidelberg University**

Legal obligations with regard to taxation and social security make it necessary for Heidelberg University to collect this information in order to make payments to third parties. The information that you provide will have no effect on the amount of your grant.

If, as a recipient of this funding, you are also employed by Heidelberg University, you must indicate your LBV personnel number on the payment forms. You must provide the LBV personnel number of a relative only if it is not you, but rather a relative as determined by §15 of the "Abgabenordnung" (see page 2) who is an employee of the university. If you have more than one relative who is an employee of Heidelberg University, you must provide the LBV personnel number of only one of these relatives. To determine which relative, please use the ranking as provided by §15 of the "Abgabenordnung" below.

#### **List of relatives according to § 15 "Abgabenordnung":**

(1) Relatives are:

1. a fiancé(e)
2. a spouse or civil partner
3. parents, children, grandparents, grandchildren and in-laws
4. siblings,
5. children of siblings,
6. spouses or civil partners of siblings and siblings of spouses and civil partners
7. siblings of parents
8. people with whom you have a long-term relationship involving care-giving and with whom you live in the same household (e.g. foster parents and foster children).

(2) The people listed in paragraph 1 are considered to be relatives even if, in cases 2, 3 and 6, the marriage or civil partnership that was the basis of the relationship has ended.

#### **<sup>2</sup> LBV personell number**

This refers to the first 8 digits of the "Personalnummer" (before the slash) found on the salary statement.

### **CONTACT**

**Please submit the original documents either in person or by postal mail to the Graduate Academy:**

Graduate Academy Heidelberg University  
heiDOCS program  
Im Neuenheimer Feld 370  
69120 Heidelberg

**If you have any questions please contact the team of the Graduate Academy:**

Email: [ga-docs@uni-heidelberg.de](mailto:ga-docs@uni-heidelberg.de)