

WTI, University of Bern  
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## Application to the World Trade Institute's Visiting Research Fellowship Programme

In order to apply for a position as a Visiting Research Fellow at the World Trade Institute (WTI), please send

- (1) a completed version of this application form;
- (2) a CV with a detailed list of publications;
- (3) a short biography and a passport photo for our website (maximum ½ page); and
- (4) a (maximum) two-page description of your research while at the WTI and an indication of your sources of funding and/or research grant(s)

by mail or email to:

- Director of Studies  
World Trade Institute, University of Bern  
Hallerstrasse 6  
CH-3012 Bern, Switzerland
- [inquire@wti.org](mailto:inquire@wti.org)  
Subject line: Application Visiting Research Fellowship Programme

**Important:** Incomplete applications will not be processed.

### Costs and Fees

The WTI charges visiting research fellows for office space and access to the IT infrastructure, electronic journals and the library a **fee of CHF 500 per month**. Payments are due on the first day of each month. For longer stays, the following discounted fees apply:

3 months	CHF 1'200	CHF 400 for each additional month
6 months	CHF 2'300	CHF 400 for each additional month
9 months	CHF 3'400	CHF 400 for each additional month
12 months	CHF 4'350	CHF 350 for each additional month

Payments of discounted fees are due upon arrival. Payments for additional months are due on the first day of each month.

## **Scholarships and Financial Aid**

**Neither the WTI nor its scholarship fund provides funding or financial aid for Visiting Research Fellows.**

In particular, the WTI and its scholarship fund will not cover:

- (1) fees;
- (2) travel expenses;
- (3) housing and costs of living;
- (4) health insurance; or
- (5) visa/immigration procedures.

## **Housing**

The WTI does not provide accommodation for Visiting Research Fellows. Visiting Research Fellows can apply for a room with the Bernese Student Lodging Association (<http://www.vbsl.ch/>). Early applications are recommended as places are limited and the residences are often fully booked. Upon request, WTI staff can provide prospective Fellows with information on relevant housing-related internet sites.

## **Health Insurance**

Visiting Research Fellows are required to obtain their own health insurance (mandated by Swiss law). Special plans for temporary residents can be found on the internet and information on them can be supplied by WTI staff upon request.

## **Visa/Immigration**

International applicants should ensure that they can provide evidence of sufficient funding to Swiss visa/immigration authorities if necessary. The WTI will only confirm an academic affiliation to the Institute for the duration of the Visiting Research Fellow's stay in Bern.

## **Research**

The WTI is the host institution of the Swiss National Centre of Competence in Research (NCCR) – Trade Regulation. In the selection process, consideration may be given to applicants who intend to pursue research interests related to the core themes investigated by the NCCR – Trade Regulation project. Information on the research activities of the NCCR – Trade Regulation can be found at: <http://www.nccr-trade.org>.

**PERSONAL DATA AND APPLICATION (PLEASE WRITE NEATLY!)**

**1. NAME**

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

**2. PRIVATE ADDRESS**

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
CITY

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
EMAIL

**3. WORK ADDRESS**

\_\_\_\_\_  
HOME INSTITUTION NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
CITY

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
EMAIL

**4. DATE AND PLACE OF BIRTH / CITIZENSHIP / GENDER**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DAY MONTH YEAR

\_\_\_\_\_  
CITY COUNTRY

\_\_\_\_\_  
CITIZENSHIP(S)

GENDER  FEMALE  MALE

**5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
ZIP CODE CITY

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
TELEPHONE FAX EMAIL

**6. HOW DID YOU HEAR ABOUT THE VISITING RESEARCH FELLOWSHIP PROGRAMME?**

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\_\_\_\_\_  
\_\_\_\_\_

**7. ACADEMIC BACKGROUND**

(E.G. LAW, ECONOMICS OR INTERNATIONAL RELATIONS)

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**8. DESIRED TIME AND DURATION OF STAY**

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ARRIVAL

DEPARTURE

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DURATION OF STAY (IN MONTHS)

Discounted fees as outlined above are applied automatically.

**9. I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION FORM AND ANY SUPPLEMENTAL MATERIALS IS ACCURATE AND COMPLETE AND I WILL NOTIFY THE WTI IF ANY OF THIS INFORMATION CHANGES. I CONFIRM THAT I WILL TRANSFER ALL APPLICABLE FEES TO THE WTI AS OUTLINED ABOVE.**

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DATE AND PLACE

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SIGNATURE

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NAME PRINTED