

Note: the English version of this document is for information purposes only

.....  
(Faculty/Organisational Unit stamp)

Warsaw, .....

**NOTIFICATION OF GUEST'S PLANNED ARRIVAL**

We would like to inform of the arrival of Mr./Ms..... from .....  
(indicate the country) on .....(indicate the date(s)) at our invitation / as part of a  
government agreement / as part of an inter-university agreement / other \* .....  
.....

Accommodation expenses will be covered by:

- the guest
- the faculty/ organisational unit ( financial no.: .....  
.....)

Fee:        monthly;        daily;        fixed-rate

**Please make sure to book a room in the "HERA" guest house  
26/30 Belwederska Street, 00-594 Warsaw  
ph. 22 55 31 004 (reservations), 22 55 31 001 (reception desk), fax: 22 55  
31 003, email: [herarezew@adm.uw.edu.pl](mailto:herarezew@adm.uw.edu.pl)**

**rooms with bathroom:**

- single
- double
- triple

**rooms with toilet and washbasin:**

- single
- double

**Suites:**

- single
- double

**rooms in doctoral student's area:**

- single
- double

In the event of cancellation, I undertake to cancel the booking immediately.  
Name, surname, phone number of the ordering party .....

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Bursar's Plenipotentiary  
(only when the fee is covered by the faculty / organisational unit)

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Dean of a Faculty / Head of a Unit

\* underline as appropriate