Graduate Student Conference Attendance Program

A. Conference Attendance Application Form

Applications must be submitted to the DROC, Conference Office, at least (30) thirty "working" days, prior to the conference dates.

Instructions

- Please read the instruction for this form carefully before completing it. Failure to adhere to the eligibility requirements and application procedures could lead to a denied request.
- Please attach the following: (1) A brief statement on the relevance of the conference/exhibition to your research; (2) A one page abstract of the paper you intend to present; (3) a copy of the conference schedule (if available); (4) Proof of paper acceptance (if available, proof of acceptance must be submitted to be eligible for award).
- You are advised to obtain the required visa and exit/reentry visa at your responsibility as soon as you receive the visa supporting letter from the conference office.

If you have questions, please contact the graduate coordinator in your department. You may send the completed form and required attachments via an email as PDF file to confapps@kfupm.edu.sa. All graduate students traveling on university-related activities must register their international travel plans with Graduate Studies before departure.

Name		ID Number	Admission Year
Mobile number		Completed CRs	C-GPA
Email address	Department:	Cost Center or Project:	
Advisor Name:		Advisor Office Phone number	
Graduate Program:	Student degree: Master PhD		
Date you expect to complete your degree program:			
Conference Name			
Conference Location:			
Start and End date of the conference:	Start:	End:	
Nature of participation (check one)	Oral Paper Poster Non - Paper Other (specify)		
Conference Program	Mohammad Al-Aqeel Program for Graduate Students	KFUPM Program for Graduate Student Conference Attendance	

Estimated Budget

Item	Estimated Cost (SR)	Supporting Documents*** (included with the application)
Conference Registration fee* (Reduced rate for students)	SR	Yes No
Actual round-Trip Air Ticket fare (Economy Class)	SR	Yes No
Actual Hotel room rent**	SR	Yes No
Visa fee (Including Insurance)	SR	Yes No
Single Exit-reentry fee	SR	Yes No

* Please apply for reduced rate -if applicable- as a Graduate Student (some professional societies provide special rates for graduate students)

** Estimated cost should be within reasonable rate, or this will be subject to question by the office.

*** Supporting Documents for the estimated prices are required to be submitted along with the form (The prices in the last stage of booking for both hotel and tickets No Payment required in this stage)

Supporting Statement

- Please write a statement in support of your request to attend this conference, outlining what role your attendance at this event will play in your research? Also, explain how University and/or your Department benefit from sending you to this conference.
- Please attach your confirmation of invitation to present your research at the conference, ensuring that it contains your name and the title of your presentation.

_____

Student Signature   **Date**

"The information I have given in this application is true and correct. I will travel [1] as indicated on this application and will notify the Deanship of Graduate Studies and Deanship of Research Oversight and Coordination, Conference Office, immediately if travel does not occur. If the reimbursement/support has occurred prior to my notification of non-attendance I understand that I will be required to pay back the amount awarded to the University along with any finance charges that may accrue."

[1] The applicant should submit a conference trip report and the required documents as mentioned in the Guidelines within 30 days from his conference return. The University has the right to take proper action in case the needed documents are not received.

Department Evaluation and Recommendation

Student's Advisor Comments:		
Student's Advisor printed name	Student's Advisor Signature	Date
Department Chairman Comments:		
Department Chairman printed name	Department Chairman signature	Date

Deanship of Research Oversight and Coordination Approval

Conference Office Decision				Date
☐ Approved	☐	Not Approved		
☐ Air Ticket (Economy Class)	☐	Single Exit-Reentry		
☐ Per-Diem	☐	Visa fee (including insurance)		
☐ Actual Hotel Room rent	☐	Registration fee		
☐ Total Per diem days				