RESEARCH & INNOVATION
Deanship of Research

Graduate Student Conference Attendance Program

A. Conference Attendance Application Form

Applications must be submitted to the DR, 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.
- 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:	
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 ☐	Other (specify)

Estimated Budget

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

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

** Students should use the same route and dates for travel as in the supporting documents of the tickets, any changes in the tickets' date/route should be approved first by the office.

*** Estimated cost should be within reasonable rate, or this will be subject to question by the office. Please note that it is required to book the hotel in the same conference location (City or Town), any other arrangements should be discussed and approved by the office before the booking.

**** 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.

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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, 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 Approval

Conference Office Decision			
☐ Approved	☐ Not Approved		Date
☐ Air Ticket (Economy Class)	☐ Visa fee (including insurance)		
☐ Incidental Expenses			
☐ Actual Hotel Room rent	☐ Registration fee		
☐ Total Incidental days			