

**A. GUIDELINES FOR APPLICATION**

1. Applicants must be full-time research students presenting a paper at an overseas international conference or conducting research toward the completion of their thesis. The conference paper must be related to the area of doctoral research.
2. The allowance covers only registration fee, airfare and accommodation, or a part of any of the items mentioned as determined by the Office of the Vice Dean (Research).
3. Please submit the following supporting documents together with the application form:
  - Letter of invitation/acceptance to present the paper from conference organizer or research host institution, is applicable
  - Copy of the abstract of paper for conference presentation or proposed research agenda
  - Airfare quotation from the NUS appointed Travel Agent (email : [Nustraveldesk@sg.fcm.travel](mailto:Nustraveldesk@sg.fcm.travel)) or any airline’s official website. To purchase return airfare by most economical and direct route.
  - Information on accommodation and registration fee (Please attach printed fees and charges from websites.) NUS has appointed Booking.com as our preferred accommodation service provider. If a suitable hotel accommodation is not available via Booking.com, the traveller is permitted to book the hotel accommodation (3-4 hotel star rating properties) on his own. NUS allows only 3-4 hotel star rating properties to be booked, and for single occupancy room rate only.
4. Approval is subject to the availability of funds.

**B. TYPE OF LEAVE & FINANCIAL ASSISTANCE**

- |   |   |
|---|---|
| <input type="checkbox"/> Conference Leave | <input type="checkbox"/> With financial assistance    |
| <input type="checkbox"/> Research Leave   | <input type="checkbox"/> Without financial assistance |

**C. TO BE COMPLETED BY APPLICANT**

Name : \_\_\_\_\_ Matriculation No. : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ Email : \_\_\_\_\_  
 Name of Supervisor : \_\_\_\_\_

**Conference Leave Details**

Conference Title : \_\_\_\_\_  
 Conference Venue : \_\_\_\_\_ Conference Dates : \_\_\_\_\_  
(dd/mm/yy) to (dd/mm/yy)  
 Title of Paper : \_\_\_\_\_

*(Please attach abstract of conference paper accepted for presentation)*

**Research Leave Details**

Purpose of Travel : \_\_\_\_\_  
 Research Location / Host Institution : \_\_\_\_\_ Research Dates : \_\_\_\_\_  
(dd/mm/yy) to (dd/mm/yy)

*(Please attach detailed fieldtrip research proposal)*

<b>Allowance Requested:</b>	<b><u>Other Currency</u></b>	<b><u>S\$</u></b>
Airfare by the most economical & direct route	_____	_____
Accommodation Cost	_____	_____
Registration Fee	_____	_____
Others (Pls specify: _____ )	_____	_____
<b>TOTAL AMOUNT</b>	_____	_____

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

**D. TO BE COMPLETED BY SUPERVISOR**

Application is  supported  not supported.

Comments : \_\_\_\_\_

Signature of Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_

**E. TO BE COMPLETED BY VICE DEAN (RESEARCH)**

Application is  supported  not supported.

Comments : \_\_\_\_\_

Signature of Vice Dean : \_\_\_\_\_

Date : \_\_\_\_\_