

Graduate Students Attending International Conferences Subsidy by National Tsing Hua University

How to Apply?

1. Before leaving for abroad, please visit the website of Office of Global Affairs (Current Students → Graduate Students to Attend International Conference Subsidy) and download the application form.
2. After filling in the application form, please print out the complete form and ask your advisor to fill in the importance of the conference. Then hand the application form to the staff of your department (**PLEASE DO NOT USE STAPLES TO BIND**).
3. In addition, please complete the necessary information on the Google form (<https://forms.gle/CSTffMRwyMg6KkHM9>) to facilitate data consolidation by the relevant staff.
4. Please compile the required documents (Including: 1. Acceptance letter of the paper; 2. Schedule of the conference, and 3. Abstract or full paper, and 4. documentation for any additional subsidy sources(if applicable)) into a single PDF file and attach it to ksying@mx.nthu.edu.tw directly.
**Please clearly indicate in the subject line: Application for NTHU Subsidy to Attend International Conference - Your Name and name the electronic file as follow: NTHU Subsidy Application Documents - Your Name.*
5. After the AVP of the Office of Global Affairs has affixed the official approval seal, the application form will be sent back to your department office.
6. Also, please remember to fill in the “going abroad application” under the Academic Information Systems before going abroad, please print out the complete form and hand it to the staff of your department.

Reimbursement

To reimburse your travel expenses, please finish the following processes **within 7 days after returning from abroad**:

1. Prepare the required documents, including: the approved application form and the Post Conference Attendance Report;
2. Upload the Post Conference Attendance Report to the Going Abroad Report Submission System (Academic Information Systems → Going Abroad Report Submission System).
3. Print out the Check List of the Post Conference Attendance Report and ask your advisor to sign it;

4. Hand in the above documents and all your receipts to the staff of your department office.

Contact:

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