



Scholarships Office

Request from the Graduate School for participation in travel expenses for conference abroad

(Please **type** the requested details)

For conferences during the scholarship duration period only

➔ A list of the documents to be attached to this application and further instructions can be found in the **attached information page**.

Student's Name: _____ **Student ID #:** _____

Cell No. #: _____ **Dept.:** _____

Degree: MSc / PhD **Dates of conference:** _____

Destination (please specify: country, city) : _____

Nature of participation in conference: presentation of paper and/or poster

Detailed travel expenses airfare, hotel, etc. (If exact expenses are not available please submit estimated costs)

Please submit the **sum** of all expenses in **one currency**

Details of support from other sources (n-Technion or ex-Technion):

Please submit the **sum** of all support sources in **one currency**

In case of an additional support received after submitting this form, the Scholarship Department has to be notified. Failure to do so will be considered as violation of the support conditions.

Date

Student's signature

An incomplete application will not be processed



Scholarships Office

Instruction for submitting a request from the Graduate School for participation in travel expenses for conference abroad

- Please read [Travel grants for scholarship recipient graduate students for conference abroad](#) prior to filling in the application.
- If you have funds for travel as mentioned in [Travel grants from additional sources that must be used before applying for support from the school](#) , you must use them prior the applying for funds from the Graduate School. Your application will be considered only after using these funds.

Step 1:

Please fill out the form [Request for absence from Technion for scholarship recipients](#) and have it signed as required on the form. Once the form is signed, you may continue to Step 2 in the process, in order to receive budget approval.

Step 2:

You must receive budget approval for supplementary financial support (from the advisor/department) for travel expenses. **The signed form from Step 1 must be attached to the request for budget approval.**

For budget approval please follow [Guidelines for receiving budget approval for supplementary coverage of travel expenses for a conference.](#)

Step 3:

Once you have the required form from step 2 approved, please fill out the request from the Graduate School for participation in travel expenses for conference abroad, and attach the following documents:

1. Budget approval for supplementary financial support in travel expenses.
2. Proof of acceptance of your paper or poster to the conference.
3. A recommendation letter from your advisor detailing the contribution of this conference to your research.
4. An abstract of your paper to be presented at the conference.

➔ **Incomplete application (step 3) will not be processed
and will be returned to the applicant.**

Step 4:

- Please submit your typed request, by hand or mail, to the Graduate School Scholarship Department.
- Applications for travel funds can be submitted year round.
Applications for travel funds are considered four times a year on: December; March; June; August. **In addition**, If need be, further meetings to consider applications are scheduled by the Graduate School.
- Acceptance/rejection notification will be sent to your Technion email address within a month following the above dates.