**Application Form for Chung Yuan Christian University Subsidy for Graduate Students to Attend International Conferences**

Application Date: DD/MM/YYYY

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant’s Name | Chinese | | English | | Current Program and Grade | | |  | |
| E-mail |  | | | | Student ID | | |  | |
| Contact Numbers | (O) | | | (H) | | | Mobile No. | | |
| Official Conference Name | Chinese | | | | | | | | |
| English | | | | | | | | |
| Conference Dates | From DD/MM/YYYY to DD/MM/YYYY | | | | | Conference Location  (Country, State, City) | | |  |
| Name of the Affiliated International Organization | Chinese:  English: | | | | | | | | |
| Name of the Organizer | Chinese:  English: | | | | | Country of the Organizer | | |  |
| Proposed Paper Title | Chinese: | | | | | Areas of Expertise | | | 1. |
| English: | | | | | 2. |
| Field of the Paper: | | | | | | | | | |
| Presentation Format Assigned by the Conference: □oral □poster □others | | | | | | | | | |
| Has the Conference Provided Financial Support? □No □Yes: □Airfare (Amount: USD\_\_\_\_)  □Living Expenses (Amount: USD\_\_\_\_) □Registration Fee (Amount: USD\_\_\_\_) □Other | | | | | | | | | |
| Requested Financial Support: □Airfare (Based on Standard) □Living Expenses (Based on Standard) □Registration Fee (USD) (\* Required) | | | | | | | | | |
| Have You Applied for Financial Support from Other Organizations | | □Yes (Organization Name:  Amount: USD )  □No | | | | | | | |
| Please also attach one copy of each of the following documents along with this application form | 1. Copy of the document confirming acceptance of the paper 2. Copy of the abstract and full paper of the intended presentation (limited to papers completed domestically and not yet published) 3. International conference schedule, relevant conference materials, and other information helpful for the review 4. Letter of support or non-support from external organizations 5. Publication Copyright Release Authorization | | | | | | | | |

I hereby certify that the co-authors of the paper included in this application have agreed that I present the paper at the conference, and these co-authors have not applied for funding from any other institution for the same paper.

Co-Authors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Advisor | Department Head | College Dean | Office of Research and Development | Principal Investigator of the Subproject |
|  |  | Proposed Amount (in NTD):  \_\_\_\_\_\_\_\_\_ |  |  |

For approved applications, students are required to use the I-TOUCH system to apply for leave during their overseas travel. Please access the system, go to Personal Information, and select the Leave System. Choose “Public Leave” as the leave type.