

MUST BE
TYPED

Application for Student Union Corporation Travel Scholarship

Applicant Name _____ Office/lab Ext.: _____

Please mail award notification and check (if applicable) to the following address(**no campus addresses**):

(Address) (City) (State) (Zip code)

Person Traveling: ___ Student ___ KU Employee including GTAs, GRAs, etc. ___ Other

Student Status: FT ___ PT ___ Student ID: _____ Employee ID: _____

Social Security #: _____ **For security purposes, please only complete the SSN field if you do not have an Employee ID.

Graduate program (degree) _____ in _____
(PhD, MD/PhD, Masters, etc.) (Department or Discipline)

Year of study _____ Expected date of degree completion _____ Current GPA _____

At this point in your school career, how many meetings/conferences have you attended? _____

How many additional meetings/conferences do you anticipate attending prior to your degree completion? _____

Destination _____ Meeting dates _____

Activity/Meeting Name _____

Is this meeting local, regional, national or international? If this meeting is unique(notable history, purpose, attendees, opportunities, etc.), please describe:

Has the Meeting Registration been completed _____ Has the Registration Fee been paid _____

Participation at Meeting: Officer of Organization _____ Delegate at Meeting _____

Member of Organization _____ Attendee at Meeting _____

Presenting at Meeting _____

Travel dates: _____ Mode of travel: _____

If traveling by car, list names of persons who will accompany you. _____

Estimated Costs:

Transportation cost \$ _____

Ground transportation costs \$ _____

Registration \$ _____

Hotel \$ _____

Meals \$ _____

Total \$ _____

List sources and amounts of other funds (grants, departmental awards) available to supplement a potential award.

Will you be able to attend this meeting without the assistance of this award?

List dates and amounts of previous SUC and GSR Travel Scholarship awards.

****Please note: (1) Only two travel awards will be granted per year (July 1 to June 30). (2) You may apply for both a GSR and SUC for the same meeting, however only one award may be used per meeting. If awarded both a GSR and SUC awards for the same meeting, you may surrender the award of your choice.**

Will you use this meeting for job placement?

If yes, explain how. If not, explain why not.

Please briefly describe your career plans and specifically indicate how attending this meeting will enhance them.

Please submit **the original application and the following supporting documentation along with 7 complete sets of the application and the items listed below** to the Office of Graduate Studies prior to the appropriate deadline. Please submit proper reimbursable receipts within 2 weeks of return from trip.

1. Letter of recommendation from your graduate advisor - should be mailed separately in sealed envelope from advisor. The letter must include the title and approximate amounts of all grants, **including the individual amount from each grant that can be used toward this particular student.** Also include the number of people from the department attending the same meeting. Please limit to one page.
2. Essay written by student stating why they would like to attend meeting, what role they have at the meeting (attendee, presenter, etc.) and how it will benefit them or KUMC. One page maximum; typed and double spaced.
3. If applicable, proof of membership in organization.
4. Completed meeting registration form and registration fee receipt if applicable. If not in packet, please include an explanation of why this might not be available at the time of the application deadline.

Deadline – the first working day of the following months: February, May, August, November

Note: An incomplete application will not be forwarded to the Travel Committee for consideration.

Name of graduate advisor (please print) _____ Mail Stop: _____

Applicant's signature

Date

Advisor's signature

Date