

**A. GUIDELINES FOR APPLICATION**

1. Applicants must be full-time research students, presenting their paper at an overseas international conference. The paper to be presented must be considered to be of merit and related to area of research.
2. The allowance covers only registration fee, airfare and accommodation, or a part of any of the items mentioned as determined by the Graduate Division.
3. Please submit the following supporting documents together with the application form:
  - Letter of invitation to present the paper from the Conference Organizer
  - Copy of the abstract of paper
  - Airfare quotation from Ministry of Finance's Approved Travel Agents (*see attached*)
  - Information on accommodation and registration fee
4. Priority will be given to CGRP/PhD students
5. Approval is subject to availability of funds.

**B. TO BE COMPLETED BY APPLICANT**

Name: \_\_\_\_\_ Matriculation No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

Programme:  LLM  CGRP  PhD (Name of Supervisor: \_\_\_\_\_)

Conference Title: \_\_\_\_\_

Venue: \_\_\_\_\_ Period of Conference: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

\_\_\_\_\_

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

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

**C. TO BE COMPLETED BY SUPERVISOR**

Application is  supported  not supported.

Comments:

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

**D. TO BE COMPLETED BY VICE-DEAN, RESEARCH & GRADUATE STUDIES**

Application is  approved  not approved.

Comments:

Signature of Vice-Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**MINISTRY OF FINANCE'S APPROVED TRAVEL AGENT**

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PACIFIC ARENA PTE LTD  
200 Cantonment Road  
#04-05 Southpoint  
Singapore 089763  
Tel: 6317 2110

Email:

[NUS-traveldesk@rt.pricebreaker.travel](mailto:NUS-traveldesk@rt.pricebreaker.travel)

Contact:

- i) Ms Jennifer Oei
  - ii) Mr Simon Tan
  - iii) Ms Catherine Cunanan
  - iv) Ms Jenny Chong
  - v) Ms Arlene Ortega
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