

**INSTITUTE FOR ADVANCED STUDIES
IAS PG CONFERENCE SPONSORSHIP APPLICATION FORM**

A. APPLICANT'S DETAILS

Name of Applicant : _____
**the name of the applicant must be the case of the payer (if applicable)*

IC No / Passport No : _____ (for reimbursement purposes)

Telephone No (Mobile /Office) : _____ Email : _____

Programme : _____ Semester : _____

Date of Candidature Defence : _____

Name of Conference : _____

Country : _____

B. ENDORSEMENT

SUPERVISOR

Recommended? Yes No

Signature :

Date / Stamp :

C. DEPUTY DEAN (POSTGRADUATE) OFFICE'S APPROVAL

This application is :

(a) Approved the total amount of invoice amount :

(b) Rejected due to :

For DDR reference only

Signature :

Stamp:

Date :

**IAS PG CONFERENCE SPONSORSHIP
APPLICATION CHECKLIST**

Please attach the following documents with the application form

*Kindly note that incomplete forms and checklists will not be processed.

No	Documents	Check <input type="checkbox"/>
Completed IAS PG Conference Sponsorship Application Form subject to the following:		
1.	(a) The maximum ceiling amount of sponsorship is RM 3,000.00 for international conferences only.	
	(b) Applicant must complete and pass the Candidature Defense seminar.	
	(c) Applicant must present oral papers only.	
Required documents to attach:		
2.	Certificate/Letter of presentation / participation from the conference organizer	
3.	Billed invoice with invoice no/order no (invoice before payment is made)	
4.	<p>For those who have already paid in advance: (Reimbursement will take up to 3 weeks to process)</p> <p>i. Certified True Copy Credit-card statement; or Certified True Copy Bank transfer slip</p> <p>ii. The applicant's name must be the same as the payer's.</p>	
	iii. Applicant's I/C or Passport No is correct	