

**INSTITUTE FOR ADVANCED STUDIES
IAS RESEARCH ATTACHMENT 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 : _____

Name of Host University & Full Address : _____

Duration : _____
(Date)

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 :

APPLICATION RESEARCH ATTACHMENT CHECKLIST

Please attach the following documents with the application form
***Kindly note that incomplete forms and checklists will not be processed.**

No	Documents	Check ✓
Completed IAS Research Attachment 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) The attachment must be undertaken at a recognised university, research institute, or relevant academic organisation..	
	(c) The minimum duration of the attachment is two (2) weeks. *only for current year.	
	(d) The candidate must not be a recipient of, or currently holding, any scholarship.	
Required documents to attach:		
2.	The official invitation letter from the host university or institution	
3.	Approval from the supervisor, supported by proof of communication (email or WhatsApp).	
4.	The Proof of Acceptance (e.g., acceptance letter or email).	
5.	The completed Claiming Personal Travel to Overseas Form	
6.	The Appendix A (e-Payment form)	
7.	Approval / permission letter for travel from Global Engagement (umglobe.um.edu.my)	