**National Taipei University of Nursing and Health Sciences**

**Grant Application Form to Attend and Present in International Conferences (Students)**

Application Date: Revised on 2025.07.10

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part I：Student information** | | | | | | | | | |
| Name |  | | Department | Department/Graduate Institute  Year | | | | | |
| Conference name |  | | | | | Country of destination |  | | |
| City of destination |  | | |
| Conference date | From \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_, \_\_\_\_\_ day(s)  (Departure & Entry: from \_\_\_\_\_\_\_\_\_\_[yyyy/mm/dd] to \_\_\_\_\_\_\_\_\_\_[yyyy/mm/dd]) | | | | | Type of publication | □Poster □Oral | | |
| Paper title |  | | | | | | | | |
| Subsidy for | □Registration fee \_\_\_ NTD  □Airline Ticket \_\_\_\_ NTD  □Living Expense \_\_\_\_ NTD (USD \_\_\_/365 days \* Days in the abroad = USD \_\_\_. (The exchange rate shall on the spot selling price of the day prior to the departure day). | | | | | | | Total  \_\_\_\_ NTD | |
| ※For those publishing in **poster**, only granted for registration fee. For those publishing in **oral**, granted for airline ticket and living expense.  ※The living expense shall be in accordance with the regulations of the “**Payment for Students with Government Sponsorship**”. The living expense subsidy limit: Conference days。  ※The total amount of grant shall not exceed 50,000 NTD.  ※For those who submit dual currency card bills (settled in foreign currency), the fee will be calculated using the Bank of Taiwan's spot exchange rate. | | | | | | | | |
| Attachments  \*Compulsory  #Selective | □ Not granted by other organization | | | | □ Granted by other organization | | | | |
| \*1**.** **Proof of rejection from other organization grant applications.**  \*2. Photocopy of the Student ID Card (including the enrollment proof of current semester). Please stick it on the back of or below this document.  \*3. **One complete copy of the article** showing the author order and indicating NTUNHS as the affiliation.  \*4. Invitation letter.  \*5. **Conference agenda** (including time, venue, article title, and author’s name)  \*6. Registration fee payment receipt.  \*7. Exchange rate information (e.g., credit card statement) on the registration date.  #8. Photocopy of the leave approval (if the student needs to attend classes during the conference period).  #9. Flight ticket receipt (for oral presentations only) | | | | \*1. **Proof of grant issued by another organization.**  \*2. Photocopy of the Student ID Card (including the enrollment proof of current semester). Please attach it to the back of or below this document.  \*3. **One complete copy of the article** showing the author order and indicating NTUNHS as the affiliation.  \*4. Invitation letter.  \*5. **Conference agenda** (including time, venue, article title, and author’s name).  \*6. Registration fee payment receipt.  \*7. Exchange rate information (such as credit card statement) on the registration date.  \*8. Expense Allocation Table( as attachment)  #9. Photocopy of the leave approval (if the students need to attend courses during the period).  #10. Flight ticket receipt (for oral presentations only) | | | | |
| **Notes: 1. All departments shall ensure students have followed the procedure of leave request .**  **2. Please attach this document for the expense reimbursement procedure!**  **口 No other grant is obtained for this case. Applicant’s signature: ＿＿＿＿＿＿＿＿** | | | | | | | | | |
| **Part II：Approval** | | | | | | | | | |
| Application Unit | | Unit Supervisor | Office of Research and Development | | | Accounting Office | | | President Office |
| Applicant  Advisor | |  |  | | |  | | |  |

**Certificate of Enrolment**

|  |
| --- |
|  |

P.S

**In case of any discrepancy between the English version and the original Chinese version, however, the Chinese text shall prevail.**

**National Taipei University of Nursing and Health Sciences**

attachment

**Grant Application Form to Attend and Present in International Conferences (Students)**

**Expense Allocation Table**

NTD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| subject | Amount (NTD) | Granted by other organization Amount (NTD) | Application amount (NTD) | Approval (fill by Office of Research and Development) |
| Registration fee |  |  |  |  |
| Airline Ticket |  |  |  |
| Living Expense |  |  |  |
| total |  |  |  |  |

**Applicant’s signature: ＿＿＿＿＿＿＿＿**