



WINSTON-SALEM STATE UNIVERSITY

Request for Graduate Student Travel Support

Name:

Full-Time Student

Banner ID:

Part-Time Student

Phone:

Address:

E-mail Address:

Major:

Degree Sought:

Name of Conference/Seminar Attending:

Date(s) of Conference/Seminar:

Location of Conference:

Amount of Funding Requested (up to \$500):

Travel Amount:

Registration Amount:

Request Guidelines

- 1) Must present research results (poster or verbal presentation) at a professional conference or workshop.
- 2) Attach a brief summary (two pages maximum) of research results that will be presented.
- 3) Letters of support from research advisor and department head should be forwarded to the Graduate Admissions Office Attn: Monica Elliott or by email to graduate@wssu.edu.
- 4) Within 30 days of return from the conference/seminar, a written report of the trip must be submitted to the Graduate Office.
- 5) Applicants must be full-time graduate students during the semester of their travel. Full-time graduate enrollment is nine semester hours for fall/spring and six semester hours in each summer term.
- 6) Travel must be within the United States.
- 7) This form must be submitted 30 days in advance prior to travel to the Graduate Admissions Office, or gradaute@wssu.edu (336) 750-2074.

Applicant

Date

Research Advisor

Date

Department Chair

Date

	Amount
Approved: _____ / _____	
Date: _____	OFFICE USE ONLY

