TRAVEL AWARDS

**Application Form**

Graduate Women Canterbury Trust offers travel awards to graduates who are enrolled fulltime at the University of Canterbury or Lincoln University. These awards are to assist students either to attend a conference to present a paper or poster or to attend a special course or internship at an overseas university. Applications must be made at least 6 weeks before the intended travel.

**Full Name** *(Block letters)***:** ……………………………………………………………….

**Address:** ………………………………………………………………………………

**Contact Phone No:** ……………..……… **Email:** …………………………………….

**Place & Date of Birth:** …………………………………………………………………

**Citizenship** *(Enclose proof of NZ citizenship such as certified copy of passport or birth certificate)*

**Academic and Study Details:**

**Current tertiary study and institution:** …………………………………………………………………………………………

*Please enclose certified copy of academic record. An uncertified copy will not be accepted.*

**Academic Referee** This reference, from your study supervisor or Head of Department, must be emailed separately (trust@graduatewomencanterbury.nz) by the referee at least 6 weeks prior to the intended travel. *It is your responsibility to check it has been supplied.*

**Academic Referee Name:** ……………………………………………………………………………………….

**Email:**

………………………………………………………………………………………..

**Proposed Conference or Course of Study:**

*EITHER: On a separate page provide details of the conference where you will be presenting a paper/poster based on your original research. Include evidence of acceptance of the paper/poster or give the date when this will be confirmed. Include a statement outlining how this conference will assist your future plans.*

*OR: Provide details of the course of study or internship you have been chosen to undertake and enclose evidence from the host institution verifying the placement or give the date when this will be confirmed. Include a statement outlining how this placement will assist your future plans.*

**Privacy Act**

The information in this application will be used solely for the purpose of assessing your application for this award. Personal information contained in this application will be made available only to members of the selection committee. The references will be considered confidential to this application and will not be released to the student without the written authorisation of the referees. The references must be sent directly to the Trust by the Referees.

**Future Contact:**

I agree to be contacted by representatives of Graduate Women Canterbury.

**Declaration**

I, …………………………………………………………(signature), agree, that by emailing this application, I accept all conditions in respect to my application including the provisions of the Privacy Act as stated above. I have read and understood the regulations and agree to abide by them. Should my application be successful I agree to the publication of my image, name and course of study as a recipient of the award.

**PLEASE NOTE: Any application which does not contain ALL the requested information and documentation will not be considered.**

**Checklist**

1. Completed application form.  
2. Proof of NZ citizenship.

3. Certified copy of academic record(s).

4. Details of conference or course of study including how it assists your future plans.

5. Evidence of acceptance of conference presentation or study placement.

6. Made request to nominated referee for the reference to be emailed separately at least 6 weeks before your intended travel. *It is your responsibility to check that this reference has been supplied.*

7. Signed Declaration.