

School of Politics and Global Studies Undergraduate Travel Support Form

Undergraduate majors who are presenting the results of their research at national or regional professional conferences or participating in a regional or national workshop or conference may request financial support to defray the cost of attendance. The contribution from the School of Politics and Global Studies (SPGS) is capped at \$500 for students presenting research and \$350 for students participating in a workshop or conference. Students must be a conference presenter or full participant to be eligible for SPGS travel support funding and the research or conference/workshop must be related to the student's academic program in SPGS.

The Undergraduate Travel Support Form, together with a statement of support from a faculty mentor, should be submitted to SPGS Program Coordinator Ms. Lisa Hutchins at lisa.hutchins@asu.edu for approval at least thirty (30) days before the travel date. The student and faculty mentor are informed once approval has been obtained.

All applicants are encouraged to seek funds from other sources and to list those sources. Questions or comments about this form or related procedures should be directed to the Ms. Hutchins.

Applicant: Please complete this form and submit along with your unofficial transcript, a statement describing the conference you plan to attend, what you hope to achieve, and how this experience will help you in your career and/or academic goals. **Attach a statement of support from your faculty mentor or have them email it directly to Ms. Hutchins.**

Include information on program location and time frame. Email the application to Lisa.Hutchins@asu.edu.

Name _____

ASU Affiliate ID _____

Major _____

Expected Graduation Date _____

Phone _____

Email _____

Conference/Program(s) Attending _____

Date(s) of Conference/Program(s) _____

Faculty Mentor _____

Student Signature _____

Date _____

SPGS Travel Support Checklist:

- Application Cover Sheet
 - Copy of your Unofficial Transcript, including cumulative GPA
Available online through MyASU
 - Personal Statement discussing your program plans (470 – 500 words in MLA or APA format).
Describe the conference you plan to attend, what you hope to achieve, and how this experience will help you in your career and/or with academic goals.
 - Statement from faculty mentor
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Please email the application and all required documents to:

Email: Lisa.Hutchins@asu.edu