

**Graduate School of Arts and Science
Student Travel Grant Application
2004-2005**

The Dean of the Graduate School of Arts and Science provides funds for travel to conferences to present invited papers or posters to graduate students in the social sciences, sciences, and humanities. The grant may be used for travel, lodging, and related expenses.

ELIGIBILITY

- Applicants must be matriculated students in good academic standing in a GSAS graduate program.
- They must be presenting a paper/poster at a scholarly or professional conference. *Attendance only* cannot be funded; presentations at graduate student conferences also cannot be funded.
- **Students may apply while awaiting confirmation of acceptance from conference organizers**; however, no grant checks will be issued without the receipt of this documentation.

Ph.D. students may not receive more than one grant per academic year and no more than four during their academic career at NYU. Master's students may not receive more than one grant during their time at NYU pursuing that degree; should they continue in an NYU Ph.D. program, the earlier grant will count as one of the four allotted for their career.

APPLICATION AND SELECTION PROCESS

- The Graduate School of Arts and Science awards grants three times per year for student travel during periods running from August to November, December to March, and April to July.
- **All awards are made by a two-tiered lottery**: Ph.D. applicants who have never received a GSAS Student Travel Grant will be entered in the first round; **if funds are still available**, a second round for master's applicants and previous Ph.D. grant recipients will be conducted. The Office of Graduate Enrollment Services will supervise both lotteries.
- Students may submit completed applications in person, by regular mail, fax, or e-mail, within the appropriate two-week window outlined on the next page.
- *Early applications, incomplete applications and late applications will not be accepted.*
- Students may apply for a grant for only one conference per period.

CONDITIONS OF GRANTS

All grants are \$300. International students whose countries do not have a tax treaty with the U.S. will be taxed at 8% or 14% of the grant, depending on their visa type.

Student Travel Grant funds may be used as the student sees fit to cover travel expenses related to the conference presentation. Grant recipients must make their own arrangements for travel and accommodations, including any passports, visas, and tickets.

TRAVEL PERIODS

	Application Period*	Notification of Award Sent	Travel Grant Checks Available**
Period I (for conferences between August 1 and November 30, 2004)	June 21 – July 2	July 16	August 16
Period II (for conferences between December 1, 2004 and March 31, 2005)	October 4 – October 15	November 5	December 15
Period III (for conferences between April 1 and July 31, 2005)	February 7 - February 18	March 4	April 15

* All applications **must be received** by 4:00 pm on the final day of the application period. This is a “received by” deadline. Late applications, regardless of the date sent or reason for lateness, will not be accepted. It is the applicant’s sole responsibility to submit the application by the deadline.

** Checks may be picked up at Graduate Enrollment Services, _ Fifth Avenue.

DEPARTMENT

(This section is to be completed by the Director of Graduate Studies or Chair/Director of the Program.
The signature of a faculty member who serves as a project, research, or dissertation advisor is NOT acceptable.)

Please verify the following:

_____ The student is in good academic standing in the department's graduate program and

_____ I recommend the student for the Student Travel Grant.

Name _____

Signature* _____
*Applications submitted by e-mail do not require an original signature.

Title _____

SUBMISSION

Please submit the application to: GSAS Graduate Enrollment Services

in person: 1/2 Fifth Avenue, Garden Level
by regular mail: P. O. Box 907, New York, NY 10276-0907
by fax: 212.995.4557
by e-mail: king.fung.shelley@nyu.edu

The procedure for applying by e-mail is as follows:

- 1) Students must send an e-mail containing all of the information requested in the APPLICANT section to their DGS or Chair;
- 2) The DGS/Chair then forwards the completed application together with his/her statement of support, to Graduate Enrollment Services at king.fung.shelley@nyu.edu, making sure to write "Student Travel Grant" in the subject line;
- 3) Graduate Enrollment Services will confirm receipt of the application by return e-mail to the student and the DGS/Chair.

Be sure to make and keep a copy of the completed application for yourself.

For further information, please contact King Fung-Shelley in Graduate Enrollment Services at 212.998.8056 or by e-mail, at king.fung.shelley@nyu.edu.