

Travel Awards ID Number: \_\_\_\_\_  
(To be filled only by the GSC)

## TRAVEL AWARDS APPLICATION Cover Page

### Verification

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Confirmation

I, \_\_\_\_\_, attest that the information in this application is correct. I attest as well that I was a registered CGU student at the time of the engagement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Advisor Confirmation

I, \_\_\_\_\_, attest that to the best of my knowledge, the information in this application is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Personal Information (required):

last name:	first name:	student ID number:
mailing address:		
phone:	email:	
school:	department:	degree sought:
expected graduation date		
faculty advisor:	faculty advisor email:	

*School, Department, Degree, and Expected Graduation Date are for demographic purposes only.*

**All areas must be completed. If they are not, your application will not be considered.**

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**TRAVEL AWARDS APPLICATION**  
**Event Information**

name of event/research project:
date(s) of event/research:
location of event or research (city, state, country):
participation category ( <i>see Travel Awards Application Guidelines for details</i> ):
statement of absence of confirmation ( <i>if needed</i> ):

**FOR GSC OFFICE USE ONLY**  
**NOT TO BE COMPLETED BY THE APPLICANT**

Date received by GSC \_\_\_\_\_ Enrollment verified for semester of event

Approved  Amount \_\_\_\_\_ GPA Verified

Not Approved  Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Travel Awards Committee Chair: \_\_\_\_\_

Date \_\_\_\_\_

## Guidelines & checklist for Travel Awards Application Package

The following checklist is a summary of what is required. Detailed information can be found in the *Travel Awards Applications Guide*. Please read this carefully to understand the requirements for the different components of your application, before filling out and submitting your application. Failure to adhere to the conditions of application will disqualify you.

1. Fill out both pages of the Travel Awards Application Package – Cover Page and Event Information page (pages 1 & 2 above)
  2. All parts of the cover page and event information page that include a grey box must be filled out electronically on this interactive PDF document before printing.
  3. Do not write on the application in pen or pencil, except for signatures.
  4. Email a copy of your Travel Awards Essay to the GSC for word count verification. Essays must not exceed 600 words. Please email Microsoft Word documents. **DO NOT SEND PDF DOCUMENTS.** Email: [gsc@cgu.edu](mailto:gsc@cgu.edu)
  5. Do NOT write your name on the Travel Awards essays. To ensure fairness in judging, the Travel Awards committee will assign each participant a random Travel Awards ID number to identify you, instead of your name.
  6. Your completed application package should include the following:
    - a. cover page – 1 copy. Make sure both you and your advisor have signed this page.
    - b. event information page – 3 copies
    - c. application essay – 3 copies (your name must not appear on these copies)
    - d. confirmation of participation
    - e. statement by your professor (optional)
  7. All components must be placed in one envelope.
  8. Keep the components separate. Do not staple or attach the cover page, application, or essay copies to each other.
  9. The envelope must be sealed and marked ‘Travel Awards Application’ and directed to the Graduate Student Council.
  10. Applications must be sent only via the CGU mailroom (basement of McManus).
  11. You may also mail your application to:

Graduate Student Council  
Claremont Graduate University  
150 East Tenth Street  
Claremont, CA 91711
- Please note that the GSC no longer has an office in the basement of Harper Hall. Therefore, please make sure that your applications are sent either by mail or hand-delivered to the CGU mailroom at the basement of McManus.**
12. Applications must be received no later than 4:30 p.m. of the last day for submission.