



Student Application Form for Conference Attendance

Please complete this form carefully. Ensure all required sections are filled, and submit it along with the necessary attachments through the proper channels.

Student Information

Name of Student:	
ID No.:	
Year/Semester:	
College (tick one):	☐ RAKCOMS ☐ RAKCODS ☐ RAKCOP ☐ RAKCON
Email:	

Research Presentation Information

Title of Presentation:	
Name of Supervisor:	
College REC/HEC/AEC Approval No:	
Are you a co-author in any national/international conference?	☐ Yes ☐ No
If Yes, provide details:	

Conference Details

Name of Conference:	
Organizer Info:	
Location (tick one):	☐ Local ☐ Regional ☐ International
Place:	
Scheduled Dates (From - To):	



Total Number of Days:	
Representing RAKMHSU as:	☐ Oral Paper Presenter ☐ Poster Presenter ☐ Guest Speaker ☐ Delegate ☐ Other: _____

Required Attachments and Approvals

Abstract attached (structured format):	☐ Yes ☐ No ☐ Not applicable
Conference details and acceptance letter:	☐ Yes ☐ No
Scientific content pre-approved by Student Research Board?	☐ Yes ☐ No
Have you faced any disciplinary action?	☐ Yes ☐ No

Budget and Travel Request

Registration Fee (in AED):	
Visa Fee (in AED):	
Flight Ticket (in AED):	
Accommodation (max as per policy):	
Poster Printing (in AED, max as per policy):	
Other Expenses (if any):	
Approximate Grand Total (in AED):	



Previous Conference Participation

Previous Conference Attended (tick one):	☐ Local ☐ Regional ☐ International ☐ None
Date:	
Conference Details:	

Post-Conference Summary

Brief Overview of Conference:	
Major Activities Conducted:	
Expected Benefits and Achievements:	
Attachments (tick if included):	☐ Conference Attendance Certificate ☐ Bills for Reimbursement



Approvals and Recommendations

<i>Authorized Signatories</i>	<i>Pre-conference approvals</i>	<i>Post Conference approvals</i>
Faculty Supervisor	Name/Signature: Date:	Name/Signature: Date:
Head/Chairperson of Department (HOD)	Signature: Date:	Signature: Date:
Dean	Signature: Date:	Signature: Date:
Student Research Board Chairperson	Signature: Date:	Signature: Date:
VP – Research and PG Studies	Signature: Date:	Signature: Date:
VP - Academics	Signature: Date:	Signature: Date:
President (For International Conferences)	Signature: Date:	Signature: Date: