

Student Conference Travel Fund Program (SCTFP)

The Office of Student Affairs (OSA) is committed to promoting learning opportunities outside the classroom for all its enrolled students. A unique component of master’s and doctoral education is learning through collaboration and presentation at regional, national, and international conferences. **The OSA’s Student Conference Travel Fund Program (SCTFP) supports students so that they may take advantage of these opportunities by applying for travel reimbursement.**

Application:

Review the SCTFP guidelines information (online).

Application packets must contain the following five items:

1. This form (please complete all information)
2. An official letter or email from the conference clearly confirming your authorship or contributions to the presentation/poster.
3. A conference announcement, flyer or agenda.
4. A detailed budget proposal including any information you have about other funding sources (**confirmed or potential**).
5. A copy of your presentation/poster. A copy of an abstract is sufficient.

Submit the completed application to Lila Sears in the Office of Student Affairs, suite 1014 of the Rosenfield Bldg., 2 months prior to the conference. (**Submission hours: M/W/F 8:30 - 11:30 am and T/Th 3:00 - 4:00 pm**)

Applicants will be notified of the award decision within two weeks of the date received. Additional information on reimbursement and evaluation will accompany your award packet.

Please type or print clearly.

Application Date:

Name:

UNI:

Degree/Department:

Expected Grad. Date:

Street Address:

City:

State:

Zip:

Country:

Name of Conference:

Location and Dates:

Title of Presentation or Poster:

Signature of Department Representative:

(Coordinator or Faculty Member Supervising Research)

This program is administered by the Office of Student Affairs. Please email questions to Carlos Correa, cc3665@columbia.edu or Cynthia Powell, cr22@columbia.edu.