

NTHU Subsidy for Student Participation in International Academic Conferences

Revision as of January 28, 2026

How to Apply?

1. Applicants must apply for relevant funding from the National Science and Technology Council (NSTC) or other government or public foundations prior to applying for this subsidy. If the NSTC subsidy is not granted due to the applicant's failure to meet the application deadline, the maximum amount of this subsidy may be reduced accordingly. **The hard-copy application form must be submitted to the Office of Global Affairs before departure.**

2. Application Procedure:

- (1) **Printed Application Form**:

Please download and complete the application form from the Office of Global Affairs website: 【 Current Students > Graduate Conference Subsidy > NTHU Students Attending International Conferences Subsidy】 .

After completing the form, print a hard copy and kindly ask your advisor to complete and sign the "the important of the conference" section.

Submit the form to your department office for signature and stamping according to the specified routing process (**Do not staple the form**).

- (2) **Please email the following documents to the coordinator**:

- A. **The completed Excel application form (from step 1)**

- B. **PDF of Supporting Documents** (please combine into a single file in the following order):

- 1) A copy of the approval (or rejection) notice from the NSTC or other government/public foundations.

A document is required even if the subsidy was not granted; if no official notice is available due to personal delay, exhausted quota, or other reasons, please include a written explanation in the file.

- 2) Conference invitation letter (clearly showing your name, paper title, and presentation type)
 - 3) Conference agenda (screenshot showing your name and official program details)
 - 4) Abstract of your paper (with your name, paper title, and university name highlighted)
 - 5) Subsidized by Advisor Documentary Proof (if applicable)

Please **combine all documents into a single PDF file (maximum 5MB)** and email it to cjtai@mx.nthu.edu.tw directly.

Please specify the subject line as " Application for NTHU Subsidy to Attend International Conference - Your Name and name the electronic file as follow: NTHU Subsidy Application Documents - Your Name." If any of the above documents cannot be provided before departure, the applicant must still submit the application to our office and indicate this in the email. If the required documents are not completed **within one week after the conference ends, the application will not be accepted. The review process will officially begin once all documents are complete. Late submissions, incomplete documents, or applications that do not meet the requirements will not be processed.*

3. After the AVP of the Office of Global Affairs has affixed the official approval seal, the copy of the application form will be sent back to your department office.
4. Also, please remember to fill in the "going abroad application" under the Academic Information Systems before going abroad (Funding source: Category Q), please print out the complete form and hand it to the staff of your department.

Reimbursement

Approved applicants, please complete the following processes **within 7 days after returning from abroad** to reimburse your travel expenses:

1. Prepare the required documents, including: the approved application form and the Post Conference Attendance Report;
2. Upload the Post Conference Attendance Report to the Going Abroad Report Submission System (Academic Information Systems → Going Abroad Report Submission System).
3. Print out the Check List of the Post Conference Attendance Report and ask your advisor to sign it;
4. Hand in the above documents and all your receipts to the staff of your department office.

Notes:

1. Doctoral students may receive this subsidy up to **two** times during their studies, while master's and undergraduate students are eligible **once**. **For each applicant, only one paper may be subsidized per conference**. Applicants are advised to make use of this opportunity.
2. For students under the same advisor, regardless of whether they attend the same conference, the Office of Global Affairs will subsidize **a maximum of**

two students per advisor per year. Students are advised to **confirm availability with their advisor in advance.**

3. If a student fails to apply for external subsidies (e.g., from government or public foundations) in time due to personal reasons, the subsidy amount granted by the Office will be reduced accordingly.

Contact:

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