

# Graduate Student Conference Fund Application

Please provide the following information to apply for a grant of up to \$150 from the Graduate Student Life Office. The Conference Fund provides financial assistance to currently enrolled Hamline University graduate students eligible under the guidelines set forth. The purpose is to provide financial support to reduce the student's expenses, but can not provide full-funding for conference activity.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Start Date in Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Conference/Activity to be Attended: \_\_\_\_\_

Date(s) and Location of Conference: \_\_\_\_\_

Are other Hamline students, faculty/staff attending this conference too? Yes No

If yes, please list: \_\_\_\_\_

Total Estimated Expenses: \_\_\_\_\_

- Registration \$: \_\_\_\_\_ Lodging \$: \_\_\_\_\_ Food \$: \_\_\_\_\_
- Transportation \$: \_\_\_\_\_ Other \$: \_\_\_\_\_

Amount of Conference Fund Request (up to \$150): \_\_\_\_\_

Please provide the conference website: \_\_\_\_\_

- If a website is not available, attach information about the conference showing dates, fees, etc..

- **Rationale:** Please attach a separate 1-2 page rationale for your attendance. It should include a brief description of the conference/activity, why you are interested in attending, and how it will contribute to your academic, professional, or artistic growth. (Be sure to include any presentations you will be giving)
- **Letter of Support:** Completed applications must include a letter of support/recommendation from a faculty member or program chair who can attest to the quality for the student's work or the academic benefit of attending the conference/workshop.

Applications should be submitted to Kelly Krebs via email at [kkrebs@hamline.edu](mailto:kkrebs@hamline.edu), through campus mail to MS-A1730, or by fax at 651.523-2490.