



INTERNATIONAL MEDICAL UNIVERSITY

APPLICATION TO ATTEND CONFERENCE

(For IMU Student only)

IMPORTANT

The subsidy approval must be obtain **2 (two) months** before the conference date.

There will be an overall capping of the above expenses of up to RM 2,500 per conference
You are advised to submit your ORIGINAL RECEIPTS upon submitting your claim to Student Services Department

ONLY APPLICATIONS WHICH ARE FILLED COMPLETELY WITH RELEVANT DOCUMENTS ATTACHED WILL BE PROCESSED.

1. Personal Details

1.1	Name:	
1.2	Student ID:	
1.3	Mobile No:	
1.4	Email:	

2. Details of Conference

2.1	Name/Title of Conference (kindly append the brochure)			
2.2	Place (location, town, country)			
2.3	Date (duration)	From:	to	No of Days:
2.4	Organized by:			
2.5	Are you presenting: a) Poster b) Paper orally			



INTERNATIONAL MEDICAL UNIVERSITY

3. Financial Assistance

3.1 Financial assistance applied for:			
Details of Expenditure		RM	Foreign Currency
(a)	(i) Air fare/journey Economy fare only		
	(ii) Travelling cost other than above (kindly append details)		
(b)	Hotel/Lodging (Twin sharing basis)		
(c)	Conference Registration Fees		
(d)	Others		
TOTAL			

* the hotel rates should be around RM150 to RM180 (in Malaysia)/US\$60 to US\$70 (for overseas)

4. Please tick the following:

I will make the payment of the Registration Fees

I wish IMU to arrange the payment of registration fee.

*Please complete the following information required

Payment By

Cheque Bank Transfer Credit Card

Recipient's name :

Recipient's Bank Name :

Recipient's a/c no:

Swift Code:

IBAN code (if any):



INTERNATIONAL MEDICAL UNIVERSITY

TERMS AND CONDITION

- The application form must be filled in FULL.
- In the event where the actual traveling cost, visa fee or meals are not available, student is required to provide an estimate of the cost to be incurred.
- Student is required to make their own arrangements for accommodation if the event organizers do not make the arrangements.
- Relevant documents must be attached with the application that will provide the rates for the accommodation.
- Specify where the cheque should be made payable either to the event organizer (exact name the cheque should be made out to) or to be reimbursed to the individual student (fill in claim form attached with the ORIGINAL receipts and submit to Student Services Department).
- Students must submit the acceptance letter/email from the scientific committee *and abstract*

5. Conference report/Studies

5.1 I confirm that a

- a) abstract
- b) photos of this conference /event
- c) self reflective report

will be submitted to the Student Services Dept. not later than 14 days from the completion of this conference. You can email your soft copy to : may_kuan@imu.edu.my and studentservices@imu.edu.my

5.2 I understand that this conference will not affect my studies especially compulsory classes like PBL, CSU

Date

Signature of applicant

6. Approval ** Amount approved depending on the number of students successfully applying to the same conference .*

APPROVED/NOT APPROVED*

Date

Signature *
Associate Dean, Student Services