**Instructions before traveling for overseas studies**

**Please read the travel procedure and follow the instructions.**

**Scholarship recipients are required to complete a Scholarship Recipient Absence Form, obtain a signature as required, and send the form to the Scholarships Desk:**

[GradScholarships@technion.ac.il](mailto:GradScholarships@technion.ac.il)

The form will be returned after it has been signed by the Dean of the Graduate School.

In addition, please complete the Request for Approval of Overseas Travel form and state the funding sources for the travel.

Please obtain your supervisor’s signature on this form regarding his/her portion of the funding.

Please note: the Faculty also contributes to travel expenses when an article or poster is to be presented.

For internal students, the Faculty will fund $400 for presentation of an article and $200 for presentation of a poster.

For external students, the Faculty will fund $200 for presentation of an article and $100 for presentation of a poster.

The Faculty’s contribution is once a year.

Please note the Faculty’s contribution on the form.

Please attach to the application forms:

A letter from the supervisor supporting the travel

The first page of the article you will present

The invitation to the conference

Ph.D. students may also use funds from their Scientific Contacts Fund.

If you have won a scholarship entitling you to a contribution toward travel, please complete the appropriate form from those available on the School website.

You can also request a contribution from the School toward travel by means of an application form. This form should be submitted after you have received authorization of travel from the Graduate Studies Coordinator’s office (i.e. retroactively).

You can find additional information on the School website.

Please submit all the documents to the Graduate Studies Coordinator at the Faculty approximately one month before the date of travel.