



APPLICATION REQUIREMENTS / INSTRUCTIONS

1. Please fill in the details as required in the form before submitting it to the Institute of Graduate Studies office.
2. Conference / Journal Support Fund is granted on a reimbursement basis upon receipt of the documents specified below:
 - i. Original copy of relevant receipts.
 - ii. A copy of Approval Letter from IPSis.
 - iii. A copy of Attendance Certificate (*for conference only*).
 - iv. A hardcopy of slides using IGS PowerPoint template (*for conference only*).
3. A complete form should be submitted within **14** days of the conference conclusion / of publication to:

**Department of Academic Development, Resources & Students,
Institute of Graduate Studies, UiTM**

Level 4, Bangunan Sarjana, Universiti Teknologi MARA,
40450 Shah Alam, Selangor, MALAYSIA

Phone: 03-5543 8442 / 03-5343 8482

Email: pasp@uitm.edu.my

A. APPLICANT'S PARTICULARS

Name:																														
Student ID:											Contact Number:																			
Bank Account Number:																														
Bank:																														
E-mail:																														

Reference of IPSis Approval Letter:

B. DETAILS OF CONFERENCE

Name of Conference:																														
Date:	/			/			20																							
Conference Venue:																														
Organiser:																														
Title of Paper presented at the conference:																													
																													

C. DETAILS OF JOURNAL

Article's Title:																													
																													
Journal Name:																														
Volume No.:											Issue No.:																			
ISSN No.:											Page No.:																			

D. AMOUNT APPROVED BY TABUNG AMANAH IPSIS *(As stated in IPSiS Approval Letter)*

Grant Amount :

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E. BENEFITS GAINED OF ATTENING THE CONFERENCE *(for Conference Support Fund Recipients only)*

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F. FAILURE OF ATTENDING CONFERENCE *(for Conference Support Fund Recipients only)*

Reason of not attending:

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G. VERIFICATION FOR CONFERENCE / JOURNAL REPORT

Please sign and get the verification from Head of Postgraduate Studies Faculty before submitting it to the Institute of Graduate Studies office.

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Student Signature
 Date:

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Signature & Official Stamp
Head of Postgraduate Studies Faculty