



To be filled out by the authorized department submitting the request

Application Form for Attending a Conference

Name		ID	
Affiliated Institution	كلية العلوم	Position	معيدة
University of Scholarship and location	Start Date..	Degree Pursued	
Type of Request: Attending a Conference Conference Duration: Conference Location:			
Request: A referral from the Dean of Graduate Studies, reference number _____ dated //___ AH, based on the application submitted via the electronic portal (Safeer) regarding attending a conference for a duration of () starting from // CE to //__ CE.			
Opinion of the Cultural Attaché: The request received approval from the Cultural Attaché in _____, based on a letter from the academic supervisor, which explained the importance of attending the conference.			
Previous Decisions and Recommendations: One of the college staff has been granted access to the archive of decisions relevant to the institution.			
Department Recommendation: Approval _____ from the Department Council () in session () held on //___ AH.			
College Recommendation: Approval _____ from the College Council in session (_____) held on // AH. Please specify the reason if the decision was by majority approval or denial.			

Note: The shaded field contains a dropdown menu where you can select the type of request and adjust the data accordingly.

Requirements:

1. Ensure that all decisions issued for the scholar are included.
2. Academic Advisor's Report at Imam Abdulrahman Bin Faisal University.
3. Academic Supervisor's Report at the scholarship university.
4. Must comply with the regulations of Article 17 of the Scholarship and Training Bylaws.
5. The conference must be held outside the mission headquarters. If the conference is conducted within the scholarship country, the attaché is the authorized entity to decide. However, the matter must be submitted to the relevant councils for consideration if the conference is held outside the mission headquarters or entails payment of attendance fees.

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