

Application Procedures
for Financial Aid to Take Part in International Conference
国际学院资助留学研究生参加高水平国际会议申请程序
(2014)

The followings are the application procedures for financial aid by International School to take part in international conference:

Step one: Check the qualifications by yourself 检查是否具有申请资格

1. The applicant should be a master 's degree candidate or a doctoral degree candidate
2. The applicant must be the first author of his or her paper. If the supervisor is the first author, the applicant can be the second author.
3. The applicant must make oral presentation at the conference (not including poster presentation)
4. The conference should be on the *Lists of Recommended International Conferences* or recommended by International School, eg, IBCAST.
5. Each master's degree candidate or doctoral degree candidate has only one chance to get the financial aid during his or her study in BUAA.

Step two: Go to Office 204 of International School with the following materials 提交以下材料到国际学院 204

1. Form 3.7 *Application Form for the Financial Aid to Take Part in International Conferences*(留学研究生申请参加高水平国际会议资助表)
2. A copy of the international conference invitation
3. A copy of official paper acceptance notification signed and issued by the organizing committee (including the order of paper author, whether there is an oral presentation or not, the signature of the organizing committee and other contents)
4. A copy of other relevant materials of funding source, if necessary

Remarks:

1. The invitation which is not in English should contain a translated version of it and be signed by the supervisor for affirmation, if necessary.
2. Please highlight the key information in the invitation and paper acceptance notification (conference title, conference time, conference venue, the title of the accepted paper, the author of the paper, oral presentation, etc.) with a highlighter.

Step three: Go to International Division with the following materials 提交以下材料到国际交流合作处

1. The form 北航学生因公出国出境申请表(*Application Form for Going Abroad on Business*)(**sample attached**).(This form is filled in on the website of international Division: id.buaa.edu.cn and then printed out)
2. A copy of Form 3.7 Application Form for the Financial Aid to Take Part in International Conferences
3. A copy of the international conference invitation with signature

4. Fill in the form *北航因公出国(境)学生团组登记表 (Student Group Registration Form for Going Abroad on Business)* **(sample attached)**, if more than three students take part in this conference as a group.

Remarks: You are suggested not to buy air ticket before submitting the above materials to International Division.

Step four: Go to International Division with insurance certificate to get approval form 北京航空航天大学出国任务批件 (Approval Form for Going Abroad) one week after finishing the step two in International Division. 完成第二步一周后携带保险证明到国际交流合作处领取北京航空航天大学出国任务批件（样本报件见附件）

Remarks:

1. The insurance your bought is required to cover accident insurance and medical insurance.
2. The insurance your bought is also applicable in the country where you will take part in the conference.

Step five: After returning from the conference, go to Office 204 of International School for reimbursement with the following materials 参加国际会议回国之后，携带以下材料到国际学院 204 办理报销

1. A copy of approval form *北京航空航天大学出国任务批件 (Approval Form for Going Abroad)* from International Division
2. A copy of exit and entrance certificate
3. A photo to show that you have made oral presentation at the conference
4. Bank details of ICBC(Industrial and Commercial Bank of China) printed in the bank
5. Conclusion report on participating in the conference oral presentation

Step six: Check whether the funds are transferred to your accounts in the next month. If not, go to office 213 or 204 of International School to inquire. 学生次月检查费用是否到账，如果没有，可到国际学院 213 或 204 咨询。

Remarks:

1. If you are self-financed or financed by your tutor for the conference, you can skip step one and step two, and do step three and step four directly
2. If you are financed by your tutor, then after returning from the conference, please consult the reimbursement with your tutor.