

List of required documents for GSA Conference Funding Subsidy Program

Documentation Guidelines:

1. A completed GSA Conference Funding Application consists of five components:
2. Your completed and signed application form Proof of student status
3. Attached documentation providing proof of presentation
4. Attach documentation providing proof of registration
5. Attached documentation providing proof of travel

1: Completed and Signed Application Form

Please download the GSA Conference Funding form from the GSA website. You may also pick up a paper copy of the form from the GSA Office (2030 Mackay street). Before completing the form, please note the following:

- The form may be completed electronically or by hand.
- All fields are required.
- If you are unable to provide required information or documentation, you may attach a supplementary one-page explanation and in kind documentation for consideration with your application

2: Student Status

Please provide the following:

- Proof of student status (copy of student record printed from student portal)

3: Proof of Registration

Please provide the following:

- A print out (online) or photocopy of your confirmation of registration
- A photocopy of a bank statement with **highlighted** registration payment

OR

The original receipt of payment for registration

4: Proof of Presentation

Please provide the following:

- A photocopy (or print out, in the case of electronic conference booklets) of the front page of the conference booklet and the page that includes the date and time of your presentation. Please **highlight** your presentation and name. Please do not include the entire booklet.
- A copy of the application related to the conference
- Application acceptance letter/invitation letter
- Approval from Professor/Faculty or Department Head (if applicable)

5: Proof of Travel

Please provide the following:

- Boarding passes showing travel to the city/region hosting the conference you attended; boarding passes must include your name and date of travel. Photocopies are acceptable.
- Hotel check-out receipt that includes your name, location and shows balance paid.
- Credit card or bank statement that indicates your name and the travel charges made in the location of your conference during the conference time period. Please **highlight** your name and the relevant charges.

OR

The original receipts of travel.

N.B: The GSA regrets that it cannot accept travel itineraries as proof of travel (e.g. a receipt from Expedia, Travelocity, etc. for a flight/hotel). Food costs will not be considered as part of travel costs.

Application Submission:

Please submit your application by email to gsa.funding@gmail.com

Email submission is the preferred method of application submission. In case you are submitting original receipts, please drop off your application at our office.

OR

You can drop off your completed GSA Conference Funding Assistance Program application to our office between 10am to 6pm from Monday to Friday,

OR mail it to:

VP Academics and Advocacy Graduate Students' Association Concordia University
2030 Mackay Street, 1st floor, Montreal, Quebec H3J 2J1; Canada