



Applicant Name (LAST, First ) \_\_\_\_\_

Department \_\_\_\_\_ Student Number \_\_\_\_\_

The Department supports this request and ensures the significance of the travel to the student's program and confirms a paper/poster will be presented. Please sign below. If you wish to elaborate please use the space provided.

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**Department Head Information**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_