

For official use only:

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**Association of Christian Universities and Colleges in Asia**

Student Mobility Scheme (SMS)

Application Form for Travel and Living Expenses Subsidy

Picture

 **[Information on Nominee]**

|  |  |
| --- | --- |
| Name | (Family, First, Middle) **☐** Mr. **☐**Ms. : |
| E-Mail |  |
| Study Abroad Period |  |

**[Information on Host Institution]**

|  |  |
| --- | --- |
| Coordinator’s Name |  |
| Position |  |
| Name of Institution |  |
| E-Mail |  |

**[Amount of Airfare]\***

|  |
| --- |
| USD:  |

\*The original invoice or receipt, quoted in United States Dollars, as well as the local currency, issued by their travel agency or airline is required.

[Information on Nominee’s Home Institution]

|  |  |
| --- | --- |
| Coordinator’s Name  |  |
| Position |  |
| Name of Institution |  |
| Postal Address |  |
| E-Mail |  |
| Tel. |  | Fax. |  |
| Signature and Date: |

Instructions:

1. Please fill out this form clearly using block letters, and attach the following:
	* a copy of their acceptance letter from the host university
	* a copy of the receipt for the student’s flight tickets (for travel subsidy)
	* a school calendar with specified dates of the beginning and the end of exchange period

Please note that applications without these attachments will not be considered.

1. Send them BY EMAILto:

Wutthichula Khunpatwattana

ACUCA SMS Secretariat

 Payap University, Chiang Mai 50000, Thailand

 TEL: +6653851478 ext 7127 FAX: +6653241983 sms@acuca.net http://www.acuca.net/

Note:

1. Students are expected to continue to be registered as degree-seeking students at their home institution.
2. They are required to return to their home institution at the end of the exchange period and shall not pursue the award of a degree by the host institution.
3. They will make sure to have sufficient funds in order to cover their living costs while abroad.
4. They must engage in full-time study while abroad.
5. Once enrolled in the host institution, students will be subject to the rules and regulations, as well as the rights and privileges enjoyed by regular students of the host institution.
6. Although students will not be required to pay tuition fees, they will be responsible for all personal needs such as the costs of accommodation, transportation, books, medical insurance, etc. while studying abroad.