Application Form – Job Market

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| Student Number: | First name: | Family name: |
| Email: | | |
| Please state any Scholarships/Studentships held: | | |
| Please provide a statement explaining why your funding body is not able to fund your proposed request: | | |

Please give details of your current research degree registration:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Degree | Subject | Date of Registration | Full or Part-time | Full name of Principal Supervisor |
|  |  |  |  |  |

1. **Proposal**

|  |  |  |
| --- | --- | --- |
| Name of job market conference: | | |
| Location | Date from: | To: |

1. **Previous Awards**

Please list any previous awards received from the Faculty, Graduate School Fund or Department:

|  |  |  |  |
| --- | --- | --- | --- |
| Details of the award i.e. name of conference/ event/ training course\_ | Location | Award Reference No. or date of application | Amount received |
|  |  |  |  |

1. **Estimated Costs & Contributions**

|  |  |
| --- | --- |
| Exchange Rate (if applicable - please use the [www.xe.com](http://www.xe.com/) currency converter): | £1 = |
| **Travel:** (please give details) | £ |
| **Total Travel:** | **£** |
| **Accommodation:**  No. of nights: Cost per night: |  |
| **Total Accommodation:** |
| **Conference or training course Fee:** |  |
| **Subsistence and/or other required funds:**  **Total Subsistence/Other:** | **£** |
| **Total Estimated Expenses:** | **£** |
| **Assured contributions (if applicable)** |  |
| Amounts assured from other organisations (please give source and amount):  **Applicants are advised to apply to external bodies, where appropriate**. | £ |
| Personal contribution: | £ |
| Total Assured Contributions: |  |
| Amount Requested: |  |
| **Contributions** requested but not yet assured (if applicable):  Organisation applied to:  Date of decision: Amount Requested: |  |

1. **Supervisor’s Endorsement**

|  |  |
| --- | --- |
| **Name of Supervisor** |  |
| **Signature** |  |
| **Date** |  |

1. **For completion by the Head of Department or equivalent only**

Head of Department’s Endorsement \*

|  |  |
| --- | --- |
| Head of Department’s Signature (\* May include the HoD’s appointed representative, eg the DGT): | |
|  | Date: |
| Name (please print): Antonio Guarino | Ext: |

Send completed application form including signatures with receipts to Daniella Harper [daniella.harper@ucl.ac.uk](mailto:daniella.harper@ucl.ac.uk)