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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| cid:image001.jpg@01CD118B.A255F100 | **HIGHER EDUCATION COMMISSION**  **H-9, ISLAMABAD (PAKISTAN)**  ***Application Form for Travel Grant (Higher Studies)*** | | | | | | | | | | |
| **1** | **APPLICANT’S PROFILE** | | | | | | | | | | |
| **Name** |  | | | | | | | | | |
| **CNIC No.** |  | | | | **Highest Qualification** | | | | |  |
| **Designation** | |  | | | | | | | | |
| **Department/ Institute** | |  | | | | | | | | |
| **University** | |  | | | | | | | | |
| **Correspondence Address**  **(In Pakistan)** | |  | | | | | | | | |
| **Contact Details** | | **Cell:** | |  | | | | | | |
| **Email:** | |  | | | | | | |
| In case of fresh candidates/scholar not serving in any organization, please indicate in the Designation as Ph.D. Scholar and omit the Department and University. | | | | | | | | | | |
| **2** | **DETAILS OF PROGRAM** | | | | | | | | | | |
| **Purpose of Travel**  *(Please select the appropriate option)* | | To proceed for Ph.D. | | | | To proceed for Post-Doctorate | | | To proceed under Cultural Exchange Program | |
| To return after completion of Ph.D. | | | | To return after completion of Post-Doctorate | | | To return under Cultural Exchange Program | |
| **Name of the**  **Foreign Country** | |  | | | | | | | | |
| **Name of the**  **Host University** | |  | | | | | | | | |
| **Name of the**  **Host Department** | |  | | | | | | | | |
| **Name of Program/Award** | |  | | | | | | | | |
| **Title of Research** | |  | | | | | | | | |
| **Date of Registration** | |  | | | | **Intended**  **Date of Joining** | | |  | |
| **Duration of Stay Abroad** | |  | | | | **Tentative**  **Date of Return** | | |  | |
| **3** | **FINANCIAL ASSISTANCE PROVIDED BY HOST INSTITUTION OR OTHER SPONSORS** | | | | | | | | | | |
| **Item** | | | **Amount (Rs.)** | | | | | **Sponsor** | | |
| Travel | | |  | | | | |  | | |
| Tuition Fee/Bench Fee | | |  | | | | |  | | |
| Accommodation / Living Allowance | | |  | | | | |  | | |
| Any other | | |  | | | | |  | | |
| Total | | |  | | | | |  | | |
| **4** | **FINANCIAL ASSISTANCE REQUESTED FROM Higher Education Commission** | | | | | | | | | | |
| **Item** | | | **Amount (Rs.)** | | | | **Documents Required** | | | |
| **Travel Cost**  *(Economy class one way airfare)* | | |  | | | | Quotation from travel agent for the shortest route | | | |
| HEC will reimburse the return ticket upon successful completion of the program and upon your return. You need to apply afresh for return ticket. | | | | | | | | | | |
| **5** | **JUSTIFICATION FOR REQUEST** | | | | | | | | | | |
|  | | | | | | | | | | |
| **6** | **UNDERTAKING BY THE APPLICANT** | | | | | | | | | | |
|  | I hereby undertake and affirm that:   * All the information provided above is true to the best of my knowledge and belief. * If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. * All the supporting documents submitted are authenticated.   SIGNATURES OF THE APPLICANT (\*)SIGNATURE & STAMP OF HEAD OF DEPARTMENT | | | | | | | | | | |
| **7** | **VERIFICATION BY THE HEAD OF INSTITUTION (\*)** | | | | | | | | | | |
|  | I strongly recommend the request and certify that: (*please circle one option*)   * the applicant is bonafide faculty member of the university * the applicant is bonafide staff member of the university   SIGNATURE OF THE RECTOR/VICE CHANCELLOR OFFICE STAMP WITH DATE | | | | | | | | | | |

(\*) Not applicable to applicants who are unemployed at the time of submission of application.

***Check List of Attachments with Application Form***

Please ensure that relevant documents are attached with the Application Form

**To proceed for Ph.D.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Unconditional admission letter from Foreign University offering you admission in Ph.D. | Yes | No |
|  | Copy of your award letter for scholarship or financial assistance or affidavit about self-finance. | Yes | No |
|  | Copy of your highest Degree duly attested by HEC. | Yes | No |
|  | Brief CV (2-3 pages). | Yes | No |
|  | Quotation from the travel agent indicating the shortest route. | Yes | No |
|  | Surety bond of Rs.100/- by two guarantors to be purchased in the name of guarantor(s). | Yes | No |
|  | Surety Bond attested by the Oath Commissioner and countersigned by First Class Magistrate. | Yes | No |
|  | Copies of CNICs of both Guarantors. | Yes | No |
|  | Application form duly signed by the applicant in Section No. 6. | Yes | No |
|  | Copy of study leave from your employer (required from applicant employed in any organization). | Yes | N.A. |
|  | Copy of No Objection Certificate (NOC) from your employer (required from applicants employed in any organization). | Yes | N.A. |
|  | Application form duly signed and stamped by the Head of Department in Section No. 6 (required from applicant employed in any organization). | Yes | N.A. |
|  | Application form duly signed and stamped by the Rector/Vice-Chancellor of your university in Section No. 7 (required from applicant employed in any organization). | Yes | N.A. |

**To return after completion of Ph.D.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Unconditional admission letter from Foreign University offering you admission in Ph.D. | Yes | No |
|  | Copy of your award letter for scholarship or financial assistance or affidavit about self-finance. | Yes | No |
|  | Copy of your Completion Certificate/Provisional Certificate/Ph.D. Degree ***(Translated in English)*** | Yes | No |
|  | Brief CV (2-3 pages). | Yes | No |
|  | Invoice of Travel Agent (in Original). | Yes | No |
|  | All pages of used Air-Ticket/Electronic Ticket bearing the amount of Airfare (in Original). | Yes | No |
|  | All Boarding Passes (in Original). | Yes | No |
|  | Justification for not flying with PIA (in case of any other Airline) | Yes | N.A. |
|  | Application form duly signed and stamped by the Head of Department in Section No. 6 (required from applicant employed in any organization). | Yes | N.A. |
|  | Application form duly signed and stamped by the Rector/Vice-Chancellor of your university in Section No. 7 (required from applicant employed in any organization). | Yes | N.A. |

**To proceed for Post-Doctorate**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Letter of placement in an accredited foreign university? | Yes | No |
|  | Synopsis/ Brief description of your research proposal? | Yes | No |
|  | Brief CV (2-3 pages). | Yes | No |
|  | Quotation from the travel agent indicating the shortest route. | Yes | No |
|  | Are you under a bond after availing any Scholarship from HEC/Govt. of Pakistan/any other funding agency regarding proceeding abroad? | Yes | No |
|  | Copy of study leave from your university. | Yes | No |
|  | Copy of No Objection Certificate (NOC) from your university. | Yes | No |
|  | Application form duly signed by the applicant in Section No. 6. | Yes | No. |
|  | Application form duly signed and stamped by the Head of Department in Section No. 6. | Yes | N.A. |
|  | Application form duly signed and stamped by the Rector/Vice-Chancellor of your university in Section No. 7. | Yes | N.A. |

**To return after completion of Post-Doctorate**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Letter of placement in an accredited foreign university? | Yes | No |
|  | Completion certificate for Post-Doctoral studies? | Yes | No |
|  | Brief CV (2-3 pages). | Yes | No |
|  | Invoice of Travel Agent (in Original). | Yes | No |
|  | All pages of used Air-Ticket/Electronic Ticket bearing the amount of Airfare (in Original). | Yes | No |
|  | All Boarding Passes (in Original). | Yes | No |
|  | Justification for not flying with PIA (in case of any other Airline) | Yes | N.A. |
|  | Copy of study leave from your university. | Yes | No |
|  | Copy of No Objection Certificate (NOC) from your university. | Yes | No |
|  | Application form duly signed by the applicant in Section No. 6. | Yes | No |
|  | Application form duly signed and stamped by the Head of Department in Section No. 6. | Yes | No |

**To proceed abroad under Cultural Exchange Program**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Letter of nomination by the Government of Pakistan. | Yes | No |
|  | Copy of letter of acceptance from the inviting agency/ Institution. | Yes | No |
|  | Details of training/visit program. | Yes | No |
|  | Brief CV (2-3 pages). | Yes | No |
|  | Quotation from the travel agent indicating the shortest route. | Yes | No |
|  | Have you attached copy of study leave from your employer (required from applicants employed in any organization)? | Yes | No |
|  | Have you attached copy of No Objection Certificate from your employer (required from applicants employed in any organization)? | Yes | No |
|  | Has application form duly signed and stamped by the Head of Department? | Yes | No |
|  | Has application form duly signed and stamped by the Rector/Vice-Chancellor of your university? | Yes | No |
|  | Copy of study leave from your employer (required from applicant employed in any organization). | Yes | N.A. |
|  | Copy of No Objection Certificate (NOC) from your employer (required from applicants employed in any organization). | Yes | N.A. |
|  | Application form duly signed by the applicant in Section No. 6. | Yes | No. |
|  | Application form duly signed and stamped by the Head of Department in Section No. 6. | Yes | N.A. |
|  | Application form duly signed and stamped by the Rector/Vice-Chancellor of your university in Section No. 7. | Yes | N.A. |

**Return from abroad under Cultural Exchange Program**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Letter of nomination by the Government of Pakistan. | Yes | No |
|  | Copy of letter of acceptance from the inviting agency/ Institution. | Yes | No |
|  | Details of training/visit program. | Yes | No |
|  | Brief CV (2-3 pages). | Yes | No |
|  | Invoice of Travel Agent (in Original). | Yes | No |
|  | All pages of used Air-Ticket/Electronic Ticket bearing the amount of Airfare (in Original). | Yes | No |
|  | All Boarding Passes (in Original). | Yes | No |
|  | Justification for not flying with PIA (in case of any other Airline) | Yes | N.A. |
|  | Copy of study leave from your employer (required from applicant employed in any organization). | Yes | N.A. |
|  | Copy of No Objection Certificate (NOC) from your employer (required from applicants employed in any organization). | Yes | N.A. |
|  | Application form duly signed by the applicant in Section No. 6. | Yes | No. |
|  | Application form duly signed and stamped by the Head of Department in Section No. 6. | Yes | N.A. |
|  | Application form duly signed and stamped by the Rector/Vice-Chancellor of your university in Section No. 7. | Yes | N.A. |

**IMPORTANT: The Travel Grant applications to proceed or return after completion of higher studies must receive in HEC prior to or within three months of date of travel. Early submission of application is highly encouraged. The documents must be attached in above sequence and must be properly tagged. The application must be in proper (spiral/hard/tape) binding to avoid detachment of any document. INCOMPLETE AND LATE APPLICATIONS WILL NOT BE ENTERTAINED.**

Signature of Applicant