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| cid:image001.jpg@01CD118B.A255F100 | **HIGHER EDUCATION COMMISSION****H-9, ISLAMABAD (PAKISTAN)****APPLICATION FORM****TRAVEL GRANT FOR PURSUING HIGHER STUDIES** |
| **1** | **APPLICANT’S PROFILE***(please attach 2-3 page CV with the application form)* |
| Name |  |
| NIC No. |  |
| Highest Qualification |  |
| Designation |  |
| Department/Institute |  |
| University/DAI |  |
| Correspondence Address |  |
| Contact Details | Cell: Email: |
| *In case offresh 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*(tick the appropriate option)* | Ph.D. | Post-Doc | Cultural Exchange |
| Name of Program/Award |  |
| Name of the Foreign Country |  |
| Name of the Host University |  |
| Name of the Host Department |  |
| Title of Research |  |
| Date of Registration |  |
| Duration of Stay Abroad |  |
| Intended Date of Joining |  |
| Tentative Date of Return |  |
| **3** | **FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS** |
| **Item** | **Amount (Rs.)** | **Sponsor** |
| Travel  |  |  |
| Tuition Fee/Bench Fee |  |  |
| Accommodation / Living Allowance |  |  |
| Any other |  |  |
| Total |  |  |

|  |  |
| --- | --- |
| **4** | **FINANCIAL ASSISTANCE REQUESTED FROM HEC** |
| **Item** | **Amount (Rs.)** | **Documents Required** |
| Travel *(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

OFFICE STAMP WITH DATE (\*)SIGNATURE OF THE HEAD OF INSTITUTION |

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

**CHECK LIST OF ATTACHMENTS**

**Please ensure that relevant documents are attached with the Application Form.**

**For Ph.D. studies**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Have you attached unconditional admission letter from the Foreign University offering you admission? | Yes | No |
| 2. | Have you attached a copy of your highest Degree duly attested by HEC? | Yes | No |
| 3. | Have you attached copy of your award letter for scholarship or financial assistance or affidavit about self-finance? | Yes | No |
| 4. | Have you attached a quotation from the travel agent indicating the shortest route? | Yes | No |
| 5. | Have you attached your brief CV (2-3 pages)? | Yes | No |
| 6. | Have you attached Surety bond at Stamp Paper of Rs. 100/- by two guarantors duly attested by the Oath Commissioner/First Class Magistrate?*(Specimen attached at the end of application form)* | Yes | No |
| 7 | Have you attached copy of study leave from your employer (required from applicants employed in any organization)? | Yes | No |
| 8 | Have you attached copy of No Objection Certificate from your employer (required from applicants employed in any organization)? | Yes | No |

**For Post-doc studies**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Have you attached a letter of placement in an accredited foreign university? | Yes | No |
| 2. | Have you attached Synopsis/ Brief description of your research proposal?  | Yes | No |
| 3. | Have you attached a quotation from the travel agent indicating the shortest route? | Yes | No |
| 4. | Have you attached your brief CV (2-3 pages)? | Yes | No |
| 5 | Have you attached copy of study leave from your employer? | Yes | No |
| 6 | Have you attached copy of No Objection Certificate from your employer? | Yes | No |

**For visit abroad under Cultural Exchange Program**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Have you attached letter of nomination by the Government of Pakistan? | Yes | No |
| 2. | Have you attached a copy of letter of acceptance from the inviting agency/ Institution? | Yes | No |
| 3. | Have you attached a quotation from the travel agent indicating the shortest route? | Yes | No |
| 4. | Have you attached details of training/visit program? | Yes | No |
| 5. | Have you attached your brief CV (2-3 pages)? | Yes | No |
| 6 | Have you attached copy of study leave from your employer (required from applicants employed in any organization)? | Yes | No |
| 7 | Have you attached copy of No Objection Certificate from your employer (required from applicants employed in any organization)? | Yes | No |

Signature of Applicant

**Specimen of surety bond to be furnished by the applicants proceeding abroad**

*(To be furnished on Stamp Paper of Rs. 100/-, to be purchased in the name of sureties)*

**SURETYBOND**

WHEREAS,

Mr./Miss/Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NIC No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is preceding abroad \_\_\_\_\_\_\_\_\_ to pursue his Ph.D./Post-doctoral studies/Cultural Exchange Program for a period of \_\_\_\_\_\_ months/years (from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_).

AND WHEREAS

HEC has granted him travel grant equal to the actual cost of one way air ticket, amounting to Rs.\_\_\_\_\_\_\_\_\_;

THEREFORE WE,

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIC NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIC NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do solemnly stand as SURETY for the grant being provided for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that Mr./Miss/Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will return to Pakistan after completing his/her studies/program successfully.

Signatures: Surety No. 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Surety No. 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness No.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness No.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be attested by Oath Commissioner – Attestation should carry the Registration Number and date)

AND

(Counter signed by Magistrate First Class/Civil Judge)