

# Skidmore College Student Travel to Present Criteria

Direct all questions to [sof@skidmore.edu](mailto:sof@skidmore.edu)

Applications are due at least three weeks before the conference.

**Note: Incomplete applications will not be considered.**

## Criteria and Procedures

In order to qualify for these funds, the student must be presenting their work at an academic conference or juried exhibition. Alumni may apply for funds up to one year after graduation if they plan to present work that was completed during their senior year. Once the application is approved, awards will be processed and mailed to recipients.

## What is not covered

- travel to attend a meeting at which the student does not present
- travel related to a class activity or a co-curricular activity sponsored by a department or program

If necessary, students should seek support from their departments to cover conference registration and membership fees in the professional organization.

## Application

- Application form
- Faculty sponsor recommendation and signature
- One-page description of project / paper / creative work
- Proof of acceptance to the professional meeting
- Budget (itemized and totaled, either as PDF or Excel spreadsheet)
- W-9 Taxpayer ID and certification (your home address not Skidmore address)