

NORTHWESTERN UNIVERSITY BIENEN SCHOOL OF MUSIC
STUDENT TRAVEL REQUEST FORM

Funding Criteria:

Music Studies students: for invited participation as conference presenter.

PhD support considered only through 5th Year of Study.

Music Performance students: for invited participation at performance competitions.

An audition process or qualifying round for advancement to the next level is required.

DMA support considered only through 4th Year of Study.

REQUEST MUST BE SUBMITTED NO LATER THAN TWO WEEKS PRIOR TO TRAVEL

A COPY OF THE INVITATION OR ACCEPTANCE MUST BE SUBMITTED WITH THIS FORM

ELIGIBLE APPLICANTS NORMALLY RECEIVE ASSISTANCE FOR TRAVEL AND LODGING COSTS, BASED ON AVAILABLE FUNDING

Student Name <u>and</u> ID :	Date:
Address:	Contact phone:
E-mail address:	
Please provide your year of study (e.g., <i>sophomore, 1st year MM, 2nd year PhD, 1st year DMA, etc.</i>):	
Group Member Names and Instruments (if any):	
Purpose of Travel (event name):	
Professional Involvement (presentation name, level of competition, etc.):	
Travel dates:	
Destination:	
What other funds outside the Bienen School of Music will you be applying or receiving for this purpose? Please check eligibility for The Graduate School funding, if applicable.	
Estimated costs of travel (please detail expenses and provide documentation if available):	
<i>Due to limited resources, the Bienen School of Music <u>does not</u> provide assistance for the following: Ground transportation if airfare is approved, conference/competition fees, accompanist costs, meal expenses, summer festivals, masterclasses or professional auditions.</i>	

REQUIRED

Faculty sponsor signature: _____ Date: _____

Faculty comments in support of student travel:

Recommendation of Music Studies Program Department Chair/Music Performance Department Co-Chair:

Signature: _____ Date: _____

Return completed form to Associate Dean René Machado via musadmin@northwestern.edu (preferred) or to 70 Arts Circle Dr, Room 4-122, M-F 8:30 - 5:00.