

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? <a href="#">Please check eligibility for The Graduate School funding, if applicable.</a>	
Estimated costs of travel ( <a href="#">please detail expenses and provide documentation if available</a> ):	
<b><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 or professional auditions.</i></b>	

**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](mailto:musadmin@northwestern.edu) (preferred) or to 70 Arts Circle Dr, Room 4-122, M-F 8:30 - 5:00.**

Revised 01/06/20