

Use this form to:

Complete coursework/research off campus.

Policy:

Students are able to apply as a travelling scholar during their studies when resources are not available at KAUST. Applications for travelling scholar may be denied if it is determined that degree completion will be delayed by travelling. The KAUST academic advisor must provide support and the final approval is made by the dean. Students are expected to apply for travelling scholar and obtain approval 30 days before they leave the University.

For more information, please check the [Program Guide](#) on the Registrar's website.

Instructions:

Complete sections **A, B**, attach official confirmation from the hosting institution, and send to your GPC. Please ensure to discuss with your GPC your eligibility for this status before completing this application. It must be approved and processed prior to travel.

Section A: Student information

Student Name _____ KAUST ID _____

Program _____ (e.g. AMCS) Degree/_____ (e.g. M.Sc./Ph.D.) Semester _____ Year _____

Have you successfully completed at least one semester/session at KAUST? Yes No

Are you in good academic standing? Yes No

Will you receive financial benefits from the attending institution? Yes No (if yes, please specify and include total in US Dollar)

Student's signature _____ Date _____ (DD-MMM-YYYY)

Section B: Travelling Scholar Status Details

Institution/University to be visited	City - Country	Departure Date (DD-MMM-YYYY)	Return Date (DD-MMM-YYYY)
_____	_____	_____	_____

Reason for requesting Travelling Scholar Status: include Information on what research activity or classes will be completed.

Section C: To be completed by the academic advisor

Has the student been a previous traveling scholar? Yes No

What is the justification for the student to attend an external institution?

How will the student's off-campus work be monitored and evaluated?

I confirm that engaging in off-campus study will not delay the student's progress towards his/her degree?

What is the total cost of the request? (US Dollar) _____

Section D: Official Use

	Signature	Date
Academic Advisor _____	_____	_____
Graduate Program Coordinator _____	_____	_____
Dean (or designee) _____	_____	_____
Registrar's Office _____	_____	_____