

Guidelines on NSTC Subsidy for Graduate Students to Attend
International Academic Conferences

I. Application procedure:

1. Graduate students need to log on to the "Academic Research Service Portal" (on the home page of the NSTC website).
2. Students have to prepare the following documents online and send them to the applicant institution for confirmation. The applicant institution will review their qualifications and documents, and then submit them to NSTC online.
 - (1) The application form and the abstract of the paper to be published (only the paper published for the first time).
 - (2) Acceptance letter.
 - (3) Recommendation letter from the supervising professor (indicating the foreign language ability)
 - (4) Other useful documents for review (such as the full text of the paper).

Students are requested to comply by submitting the required materials to the school no later than 12:00 p.m. on the third business day prior to the first day of the month.

Whenever the deadline falls on a Saturday, Sunday, national holiday or any other statutory holiday, the deadline will become the next working day. Application will not be accepted after the deadline.

II. The policy for case modification

- (1) Subsidy cases shall not be arbitrarily changed without being submitted by the applicant institution and approved by NSTC.
- (2) Graduate students shall apply for changes online at the "Academic Research Service Portal" on the home page of the website of NSTC and submit the relevant information. After the applicant institution has reviewed the relevant qualifications and documents, the application shall be sent online. The modification will be completed after NSTC permits the modification. Except for the cancellation application, all changes shall be applied before the conference.
- (3) When the granted case is approved for cancellation by NSTC, the same graduate student can apply to the applicant institution for attending other international academic conferences in the same year.

III. Filing for Expense Reimbursement

- (1) **Within 15 days** after the conclusion of the conference, the applicant institution must submit a report on the attendance of the international academic conference through the online system (Academic Research Service Portal) and register the funds for reimbursement. Also, the following documents must be submitted to the Accounting Office of NSYSU.

1. Graduate students traveling abroad must complete the [Student Leave Application Form](#) (*NSYSU Student Business Trip Application Form*) in accordance with the regulations of the Office of Student Affairs. The form should be submitted to the Office of Student Affairs. The source of funding must be indicated as the NSTC subsidy project number.

Please submit the following documents to the Accounting Office of NSYSU.

- o *NSYSU (Overseas/Mainland China) Business Travel Expense Report Form, Checklist, and Receipt Attachment Form* [國立中山大學\(國外、大陸\)出差旅費報告表及檢核表暨單據黏貼單](#)
 - o A copy of the NSTC approval letter
 - o The *NSYSU Student Business Trip Application Form* 國立中山大學學生出差申請單
 - o The complete conference program/agenda
 - o The [Student Overseas Information Form](#) 學生出國資料表 (available for download from the Accounting Office webpage).
3. In the event that a foreign airline was used, the *Application Form for Taking International Airlines on Overseas Business Trips* 搭乘外籍航空班機申請表 must also be completed.
4. Reimbursement must be processed in accordance with Section 3 of the NSTC approval letter. Additionally, both the overseas report and the reimbursement amount must be uploaded to the NSTC website. Completion of both steps is required to finalize the case online.
5. Prior to reimbursement, students must obtain funding authorization from **Ms. Liang of Office of Accounting (ext. 2085).**
6. For inquiries regarding reimbursement procedures, please contact **Office of Accounting (ext. 2076).**

Should you have any further questions, please do not hesitate to reach out Ms. Lin of Office of Research and Development (ext.2609)

Application Process Flowchart

2026/01

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Submission
by NSYSU



(submit the required materials to the school no later than 12:00 p.m. on the third business day prior to the first day of the month.)

Review
by NSTC



Disapproval



Approval



Please refer to the Guidelines:
III. Filing for Expense
Reimbursement

Review by
Accounting of Office of NSYSU



Submission by NSYSU



Review by NSTC



the disbursement by
the NSTC to NSYSU