

## GSIS BK21 International Academic Conference Travel Grant Guidelines

**\*\*Updated as of 26 August, 2024\*\***

GSIS BK21 International Academic Conference Travel Grant			
Region \ Items	Travel Grant	Conference Registration Fee	Remarks
Asia	Maximum 1,000,000KRW	Early-bird rate only (invoice required)	Travel grant includes all expenses necessary for attending the conference (flights, accommodation, meals, transportation, etc.)
Others	Maximum 2,000,000KRW		

### 1. Eligibility and selection schedule:

1) Eligibility: Open to all GSIS BK21 students (both BK21 Fellows & Participants)

- Grants will only be given to those applicants who successfully submitted all documents within an appropriate time period.

- Limitations:

\* The maximum amount covered for in-person participation for paper presentation during the entire period a student is either a BK fellow or participant is 3,500,000 KRW. This rule may not apply to online participation, so consult ([gsis\\_bk21@snu.ac.kr](mailto:gsis_bk21@snu.ac.kr)) for more details in this case.

\* Up to two persons are allowed to co-author and present on a single paper. In this case, the registration fee will be covered 100% for both authors at the early-bird rate only, and travel expenses will be covered up to 70% for each author, with a maximum of 700,000 KRW for Asia and 1,400,000 KRW for other regions.

2) Selection schedule

- Applicants must apply for the grant as soon as their paper is accepted for presentation. Even if you apply immediately after acceptance, your application may not be guaranteed if there is not enough time for the selection process.

### 2. Items to submit for application:

1) GSIS BK21 Int'l Academic Conference Travel Grant Application Form, Pledge Form, and Confirmation of Conference Participation Conditions (Attachment 1)

2) Official invitation letter from host institution (if not issued officially, submit a copy of an email that indicates your paper has been accepted for presentation)

3) Tentative program (attach the page and highlight the section that indicates your name, affiliation, and paper title): if not available before application for travel grant, later submission may be possible.

3) Registration fee invoice

-Invoice must indicate *both* student membership discount & early-bird registration rate

-Student membership fee must be paid personally and will not be covered as part of the travel grant. Only the registration fee for the specific international conference you are attending will be covered. Other costs, including, membership fee, special course/lecture fees, costs for extra activities, etc., must be covered personally.

-The fee must be paid electronically by the BK21 Program Office after you are selected as a travel grant recipient (the fee cannot be reimbursed if personally paid in advance).

**3. Items to submit after returning from the conference (within two weeks from the date of entry):**

- 1) Outcome Report (Attachment 2)
- 2) Flight e-itinerary (or invoice that contains flight information)
- 3) Boarding passes (original tickets for both outgoing & return flights)
- 4) Certificate of Entry & Exit (출입국사실증명서): issued by the Korean government
  - Dates of entry and exit must match the conference period and travel plans indicated on your application form.
- 5) Accommodation receipt(s) (check-in and check-out dates indicated)
- 6) Paper & Presentation files (affiliation must be indicated as Graduate School of International Studies, Seoul National University; with GSIS BK21 Program acknowledgment)
- 7) Certificate of Participation - if not issued by the host institution, print an email received from the secretariat that confirms your participation (and presentation).

**4. Remarks:**

- 1) Travel grant will be given after returning and successfully submitting required documents. You may not receive the maximum amount if travel grant was improperly used and/or depending on dates indicated on the "Certificate of Entry & Exit." Submission of additional proof of expenses may be requested.
- 2) All administrative processes and expenses required for the travel must be handled by the student personally, including receiving invitation letters and certificates from the host institution, purchasing overseas traveler's insurance, covering medical expenses for immunization, handling visa-related issues, etc.
- 3) In principle, no duplicate travel grants are allowed. Please contact our administrative staff in advance if travel grants are offered by the institution hosting the conference.