

Dear student,

If you meet all eligibility criteria for student travel request, then please submit the following required documents by replying to the email you received from Student Activities Committee:

- Motivation letter explaining why you want to attend an event and specifying how this experience will help you to accomplish career or educational goals;
- Completed and signed Blank student travel funding request form;
- Completed and signed by faculty member [Blank SSH Faculty recommendation form for student travel](#);
- [Absence from classes form signed by the professors and the Dean](#);
- Official Letter of invitation to event/conference with a name of the invited student and confirming the student's role at the event (i.e., presenter, delegate, or debater for example);
- A scanned version of the Covid Vaccination passport, please make sure it is valid for the trip period;
- A scanned version of the international passport/state ID;
- Registration fee invoice;
- Lodging invoice;
- Air/train tickets booking indicating a preferable trip route, dates and visa fee information **provided by Travel Agency**. Please email the following Travel agencies which work with NU and provide us with the information you receive from the travel agencies along with above mentioned documents.

*traveltse@bstravel.kz, +7 701 302 2370 (Sandugash - registration fee payment proceedings and lodging booking);

*visatse@bstravel.kz, +7 701 795 1045 (Zhansulu - visa proceedings);

*24@bstravel.kz, university@bstravel.kz +7 701 981 4204 (Zarina - air/train tickets booking and buying);

Please use this email example while contacting them:

«Здравствуйте, Зарина. Меня зовут _____, я являюсь студентом НУ и планирую посетить город _____ по маршруту _____ в период между дд.мм.гг и дд.мм.гг. На данный момент я на стадии подачи документов и для указания правильной суммы в распоряжении прошу Вас отправить мне информацию по стоимости авиа/жд билетов. Спасибо.»

“Hello, Zarina. My name is _____, I'm active NU student and planning to visit _____ (city and country) for period of _____. Currently I'm in the _____.”

application stage and in order to budget the correct amount on the trip decree I would like to ask you to provide me with information about the cost of an airplane/train ticket? Thank you. ”

Again, please make sure you followed all instructions and submitted the full documents package. Otherwise, your request will not be considered by the SAC.

Thank you!