



FISITA Student Travel Bursary

Application Checklist

Before sending your application, please check that you have supplied all the information we need.

1. Proposed Placement – are all arrangements clear and agreed?

- do you know the precise nature of work you will be doing, what is expected of you?
- have you identified a suitable referee?
- are there any special legal or training requirements, like work permits etc?
- have you confirmed your accommodation?

2. Travel

- VISA requirements?
- air/rail – availability, costs checked?
- local travel on site during your stay?
- do you have travel insurance for your trip?

3. Budget

- budgeting is not an easy task but try to be realistic.
- have you calculated all international and local travel costs?
- local living expenses – accommodation/food?
- any special equipment, clothing, books etc. required? Typically these are not funded by FISITA but a complete budget is necessary when evaluating the real need for support.
- have you included any company salary, university or state contribution?
- have you included any personal funds that you will use?
- please check your total expenses and income carefully. Applications will not be considered where the income outweighs the expenses or the figures are not realistic for the country of placement.

4. Your Application to FISITA

- is the form fully completed? – FISITA will NOT process your application if details are missing or information is incomplete!
- have you included a copy of your academic reference?
- have you included a copy of your host institution reference? Their support will be important in FISITA's assessment of your application
- have you included a copy of your current CV?

5. Outcome

- FISITA aims to respond to you within 4 weeks of the assessment deadline.
- FISITA is unable to enter into correspondence regarding unsuccessful applications – this is essential to minimise the running costs of the programme.
- It is a condition of accepting any financial support from FISITA that the funds are spent solely on legitimate travel / accommodation expenses directly resulting from the placement detailed in your application.
- FISITA reserves the right to take legal action to recover bursary funds which were obtained under false pretences and / or used for any other purpose. It is a requirement that any applicant receiving funds from FISITA submit a written report of min. 500 words, in English, detailing the work undertaken during the placement, and that this report must be countersigned by the applicant's supervisor during the placement.