

**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. To apply as a travelling scholar, students need to complete the application for travelling scholar with a full description of the course or research to be completed, why it is necessary to work off campus, and the expected outcomes. 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 or RegistrarForms@kaust.edu.sa.

Note: The application must be approved and processed prior to travel and student would be registered for (393 Travelling Scholar).

**Section A: Student information**

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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**

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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

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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

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	Signature	Date
Academic Advisor _____	_____	_____
Graduate Program Coordinator _____	_____	_____
Dean (or designee) _____	_____	_____