



INTERNATIONAL MOBILITY FUND APPLICATION

BCIT International

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

APPLICANT INFORMATION

Staff ID Number	Name	Date (DD/MM/YY)
Department		Position
Description of Proposed Activity: (including courses to be taught, location, institute or sponsor, etc.). Note that costs for attending conference will not be covered by IMF (250 word max).		
Start Date of Activity or Program		End date of activity or program
Statement of Benefits to Applicant and to Institute (250 word max.)		
Letter of Approval and Support of Dean and/or Associate Dean. Document(s) attached. <input type="radio"/> Yes <input type="radio"/> No		
Intention to Continue Employment at BCIT (Please check box to confirm your intention below) In submitting this application for the International Mobility Fund, I hereby declare my intention to continue employment at BCIT for a minimum of one (1) year after this International Mobility Activity has ended. <input type="radio"/> Yes <input type="radio"/> No		
Supporting Documents as Evidence of Undertaking (e.g. acceptance or registration). Document(s) Attached. <input type="radio"/> Yes <input type="radio"/> No		
Statement of Deliverables (e.g. reports, publications, Lunch & Learn presentations, etc.). (250 word max.)		

Declaration of Additional Funding Sources (150 word max.)

COST OF PROGRAM

Additional Comments

Other sources of support (e.g. matching funds)

Detailed breakdown of travel, accommodation, per diem and all other costs for which the fund is required.

DESCRIPTION OF ESTIMATED EXPENSES	COST
TOTAL	

In signing and submitting this application, I understand that all BCIT policies and procedures are applicable to this application and activity.

Please check box to confirm: I hereby declare that the information I submitted on this application is true and correct.

Applicant's Signature (Please type your name)

Date