Request form (scientific trip ( ) / conference attendance ( ) / training course ( ))

Basic information

Name	....		**Job ID**		.....		
Academic rank	.....		**Date of hiring**		.....		
College	.....	**Department**	.....		**College**		
Venue (country)	.....	**Beginning date**	**Hijri date**	**AD date**	**End date**	**Hijri date**	**AD date**
			...../.../...	...../.../...		...../.../...	...../.../...
Its duration	....	**The justifications for the request**	....				

Documents to be attached with the application			
Academic supervisor's recommendation	**Attestation of the Saudi Attaché**	**Department Council Recommendation**	**College Council recommendation**

* Note: All data must be completed electronically.

Head of Department

Name.....

signature.....

Date.....