



521 Lancaster Avenue  
Richmond, KY 40475  
Phone: 859-622-1478  
Email: [international@eku.edu](mailto:international@eku.edu)  
<http://www.international.eku.edu>

## Conference Request

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Major \_\_\_\_\_

Name of Conference \_\_\_\_\_

This form is to insure that the conference that the student wishes to attend will be a benefit to the student in their chosen degree.

This form *is not approval or endorsement* by the department it is only to confirm that the conference will be of value to the student and will allow the international department to issue a letter stating that in the expert opinion of the departments Chair that the subject matter being presented would be of value to a professional in that student's field of study.

**Note to Student:** *Attach all relevant information pertaining to the conference for evaluation by the Chair and DSO/PDSO.*

Department Chair \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

International Office Use Only

Completed by \_\_\_\_\_ Date \_\_\_\_\_