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| A logo with text and symbols  Description automatically generated |  | **Reimbursement Form for Graduate Student** **Journal Publication Funding** |

**Personal Details**

|  |  |
| --- | --- |
| Name of Student |  |
| Student ID |  |
| Mode of Study |

|  |  |
| --- | --- |
| [ ]  Full Time | [ ]  Part Time |

 |
| Registration Date |  |
| Degree of Study |

|  |  |
| --- | --- |
| [ ]  PhD | [ ]  Masters |

 |
| Faculty/School |  |
| Programme |  |
| Please give the title / provisional title of your thesis |  |
| Name of Principal Supervisor: |  |
| **Journal Details** |  |
| Name of Journal |  |
| Publisher |  |
| Authors |  |
| Title of paper(s) (Please list.) |  |
| Invoice no. |  |
| Journal Paper processing charge / Fee |  |
| Student Signature: |  |
| Date: |  |

**Student Bank Account Details**

|  |  |
| --- | --- |
| Bank |  |
| Account Number |  |

**Note:**

1. This **Form 9B1** must be duly **completed** and submitted to the Finance Office **after paying** the Journal Paper processing charge/Fee, along with the following:

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Checklist** |
| 1 | A copy of the payment receipt from the journal publisher. |[ ]
| 2 | A copy of the transaction receipt/slip from the credit-card statement or bank transfer. The applicant's name must match the payer's name. |[ ]
| 3 | A copy of the **full** journal article. |[ ]