

**UNIVERSITY OF ILORIN  
CENTRE FOR INTERNATIONAL EDUCATION  
APPLICATION FORM FOR PERMISSION TO ATTEND LEARNED CONFERENCES  
(OVERSEAS CONFERENCES)**

**NOTE:** Any misinformation on the part of the applicant will be liable to penalty by the University of Ilorin.

1. Name of Applicant: .....
2. Department: ..... Faculty.....
3. E-mail address:.....Phone No:.....
4. File No: .....Rank: .....
5. Present Post of Applicant: .....
6. Date of First Appointment: .....
7. a. Conference for which application is being made: .....  
.....
- b. Venue: .....
- c. Duration: .....From: ..... To.....
8. a. Are you presenting a Paper? .....
- b. Are you invited to present the Paper? .....
- c. Has it been accepted? .....
9. Title of Paper: .....  
.....

10. Give a list of all documents and correspondences received from the organizers of the conference and attach copies with the application form:

i. ....

ii. ....

iii. ....

11. Indicate the importance of the conference to your academic field:

.....

.....

.....

12. What active part are you playing in the official programme of the conference?

.....

.....

13. Will you normally be in the Country where the conference will be held or within a reasonable distance of the venue of the conference for another purpose other than this conference including vacation leave?

.....

.....  
Signature of Applicant

.....  
Date

**NOTE: Upon resumption of duty after the trip, you are required to submit a photocopy of the International Passport pages that bear the immigration exit and entry stamp as proof that you have undertaken the journey. Failure to submit this may attract suspension of salary until compliance.**

14. Comments of the Head of Department: .....

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.....  
Name

.....  
Signature

.....  
Date

15. Comments of the Dean of Faculty:.....  
.....

.....  
Name Signature Date

16. Comments of the Provost (College of Health Sciences).....  
.....

.....  
Name Signature Date 0020

**FOR CIE OFFICIAL USE ONLY**

17. Checklist (Tick as appropriate)

- i. Presence of Publications on the net Yes  or No
- ii. Relevance to Discipline Yes  or No

18. Any other support required from the University .....  
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19. Recommendation: .....

.....  
Director Signature Date  
(Centre for International Education)

20. Comments of the Vice-Chancellor .....  
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.....  
Signature Date