**112-1 OIA Subsidy for Student Club International Activities**

To encourage student clubs to throw the international activities, making NTU oversea students interact with local students and other foreign students. Office of International Affairs (OIA) entrusts Student Activity to unify the applications of OIA subsidy for student club holding the international activities. Application information is as follow.

1. **Application Period**

SEP 28 – OCT 6, 2023

1. **Applicant Qualifications**
2. The applied student club should have **finished the club registration procedure in Student Activity** in that semester.
3. Applicant activities should be took place from **Sep 4 to Dec 15**.
4. Every activity **shouldn’t be subsidized from more than one NTU administration**. The money will be expropriated if we found duplicate subsidy.
5. **Applicable Student Club International Activities**
6. Academic or cultural student club activities with NTU oversea students.
7. Internal interaction activities thrown by the NTU oversea students clubs.
8. Academic or cultural activities with foreigners.
9. Other international activities recognized by OIA.
10. **Application Procedure**
11. Apply the activity in the student club activity system, activity name should be “112-1 OIA Subsidy for XXX Club International Activities”. (Please key in your club name to replace XXX), and print the activity application.
12. Submit activity application, subsidy application (**attachment 1**), and epidemic prevention form(on Student Activity Division website) to Student Activity Division.
13. The amount of subsidy and reimbursement deadline will be announced on student activity division website after OIA review.
14. **The subsidy need to be reimbursed by receipts, and eligible receipts should have the tax ID number (NTU tax number : 03734301). We need to request clerk to key in NTU tax ID number before the payment.**
15. Please take eligible receipts and activity report (**attachment 2**) to Student Activity Division to reimburse before reimbursement deadline.

**▎attachment 1 - Subsidy Application**

1.**Student Club Name**：

2.**Activity**（Activities can be added by yourself if you apply more than two activities）

|  |
| --- |
| **Activity 1** |
| Activity Name： |
| Activity Date： |
| Activity Description (including location and expected amount of attendee)： |
| **Activity 2** |
| Activity Name： |
| Activity Date： |
| Activity Description (including location and expected amount of attendee)： |

**3.Budget (One for each activity)**

|  |  |  |
| --- | --- | --- |
| **Activity Name：** | | |
| **Expenditure**  (Items can be added or modified according to the activity) | | |
| **Item** | **Amount** | **Note** |
| Meal Expenses |  |  |
| Transportation Expenses |  |  |
| Printing Expenses |  |  |
| Material Expenses |  |  |
| **Total** |  |  |
| **Funding Source**  (Items can be added or modified according to the activity) | | |
| **Item** | **Amount** | **Note** |
| Sponsor |  |  |
| Activity participation Fee |  |  |
| Student Club Fund |  |  |
| OIA Subsidy |  |  |
| **Total** |  |  |

**Student Club Director Sign：＿＿＿＿＿＿＿＿＿＿＿**

**Student Club Seal：＿＿＿＿＿＿＿＿＿**

**▎attachment 2 - activity report**

1. Student Club Name

2. Activity Name

3. Activity Date and Location

4. The amount of attendee

5. Activity Outcome

6. Activity Photo (one~two photos)