



SECTION ONE — Application (Cover Sheet)

Student Name _____

Student I.D. Number _____

Date _____

Local Mailing Address _____

Telephone Number _____

Email _____

Dept. _____ Degree Pursuing _____

Cumulative GPA (3.0 required) _____

Anticipated Date of Graduation _____

Dept. _____ Faculty mentor _____

Course Number? _____ Course credit awarded for this project? ☐ No ☐ Yes

Have you ever traveled internationally before? ☐ No ☐ Yes

If yes, please attach a paragraph describing which countries you have visited, the dates of your visit(s), and the purpose of your visit(s).

If the primary language of the place you attend to visit is not English, please indicate your level of familiarity with the primary local language ☐ poor ☐ fair ☐ good ☐ excellent

Do you have any obligations (such as being a T.A. or R.A.)? ☐ No ☐ Yes

If yes, please attach a paragraph indicating how you handle these obligations. Also, please obtain the signature of your supervisor indicating support of this absence.

Beginning date of project _____ Ending date of project _____

Country/Location Destination _____

Please briefly describe the objective of your trip (10 words or less) _____

Total Expenses Requested \$ _____

Signature of Applicant _____

SECTION TWO — Brief Description of Project

Include a 150 word description of your proposed project.

SECTION THREE — Full Description of Project

Include a one to two page description of your proposed project.

Describe the project and how it will enrich and broaden your life and advance your educational interests. This proposal should describe a well-developed plan of how the student plans to use his/her time during the scholarship. In addition, describe any relevant experiences you might have had which has prepared you to pursue this topic. Also, list as many as five relevant literature citations that will serve as background for the proposed project.

The Richter Program encourages students to pursue international projects. Proposals that focus on "touring", however, rather than exploring a topic in-depth receive lower priority. Also, proposals that simply describe a research project will receive lower priority. Successful applications usually combine a developed educational project as well as a plan to explore the culture. International students are welcome to apply, but should consider any visa problems that might arise as a result of international travel.

SECTION FOUR — Budget

Include a one-page budget. Include meals, housing and travel expenses and any expenses related to your project. The maximum request is \$5,000. The estimated cost of significant expenses (e.g. airplane flights) should be researched before submission.

Student award recipients will be reimbursed for approved expenditures (those expenditures normally reasonable for professional activities) up to the total amount of the award. A detailed report on actual expenses with receipt copies must be filed with the Graduate School. If a student is already receiving a stipend from the Graduate School, the Richter Scholarship will be considered an additional stipend. The Richter funds are to be used to cover only the pre-approved expenses of the award recipient. Finally, purchases of wine or other alcohol are not considered approved expenses and will not be reimbursed. The Richter Scholarship is available only for research and travel outside the United States and will constitute U.S. tax free "foreign sourced income" when received by an international, nonresident student. Recipients who are U.S. citizens or residents would treat amounts received as non-tuition travel scholarships.

SECTION FIVE — Faculty Letter

Include a signed letter of support from your faculty mentor. This is not just a letter of recommendation but also a letter indicating that the faculty person will provide structure for your project. If your project involves significant interaction with additional individuals and/or organizations in the place you plan to visit, please make contact with the appropriate persons and include letters of support from pertinent individuals. Note that projects utilizing survey/interview techniques may require Institutional Review Board approval.

SUBMISSION INSTRUCTIONS

- » **Please submit the original application with supporting documents to:**
Graduate School Office, 124 Reynolda Hall, Reynolda Campus
- » **In addition, scan the entire application package and send as an electronic copy (pdf format) to:**
graduate@wfu.edu