

**HARVARD UNIVERSITY**  
**DEPARTMENT OF NEAR EASTERN LANGUAGES AND CIVILIZATIONS**  
**6 DIVINITY AVENUE ♦ CAMBRIDGE, MASSACHUSETTS 02138**  
**PHONE: (617) 495-5757 ♦ FAX: (617) 998-9198**

**STUDENT CONFERENCE GRANT REQUEST FORM**

Name of student:

Adviser's signature:

Date of event:

Presenting -OR- attending only?

Event/workshop **TITLE**:

Event/workshop **LOCATION**:

E-mail address:

Harvard ID (if applicable):

**TO NEW SUPPLIERS ONLY**

If you have not been set up as a vendor to receive payment from our system, you will be sent an invitation from the Buy2Pay portal to register. Non-resident foreign individuals will additionally be prompted to complete the Sprintax online tax application.

**TO EXISTING SUPPLIERS**

Have you changed your contact information, payment method, and/or mailing address recently?  
**Please check that your supplier profile in Buy2Pay is accurate before requesting payment.**

*\*Please send this form and documentation (e.g. registration confirmation if attendance-only; if presenting, cover and page of final conference schedule after presentation) to Soma Roy at [roy@fas.harvard.edu](mailto:roy@fas.harvard.edu)*

-or-

*bring hard copy to  
NELC Dept – Harvard University  
6 Divinity Avenue, Room 106  
Cambridge, MA 02138*