

Nova Southeastern University
Professional Development Fund – Conference/Fair Application



Application and supporting materials must be emailed to handshake@nova.edu

APPLICANT INFORMATION

Full Name:		N#:
Street Address:		
City:	State:	Zip Code:
Phone Number:	NSU Email:	

CONFERENCE/CAREER FAIR INFORMATION

Conference Name:	Website:
Location:	Date:

SUPPORTING MATERIALS CHECKLIST

<input type="checkbox"/> One-Minute Video detailing the following: <ul style="list-style-type: none">• Who you are (name, major)• What direct benefit this grant will have on your career path• Expected outcomes for the professional development experience
<input type="checkbox"/> Offer Letter (for internship application)
<input type="checkbox"/> Reference from faculty member <ul style="list-style-type: none">• Please upload the letter from your referring faculty member with your application packet or have it emailed to handshake@nova.edu
<input type="checkbox"/> Copy of unofficial transcripts
<input type="checkbox"/> Updated resume

Nova Southeastern University
Professional Development Fund – Budget Sheet (Conference/Fair)



APPLICANT INFORMATION

Please provide a thorough breakdown of expenses related to the conference/career fair (Cost of attendance, travel to and from conference/career fair, hotel, etc.)

TOTAL FUNDING REQUESTED (Sum of all items previously mentioned)

Total Amount Requested	Please note: Funding can only be used to offset costs directly related to a professional conference.