



## Conference Attendance Proof Form

FORM 4

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Las Cruces, NM 88003-8001  
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Please fill out and sign this form electronically using Adobe Acrobat. A **certificate-based digital signature** is required

### SECTION 1: PERSONAL INFORMATION

NMSU Full Name: \_\_\_\_\_ NMSU Email: \_\_\_\_\_ NMSU Student ID: \_\_\_\_\_

Form Submission Date (mm/dd/yyyy): \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

### SECTION 2: PROOF OF CONFERENCE ATTENDANCE

Instructions: Please provide **three (3) distinct proofs** of your attendance at the conference. These items will be labeled 4a, 4b, and 4c in your application packet.

- **Examples of acceptable proof include:**
  - o A conference agenda or program.
  - o A clear photo of the student at the conference (e.g., at the venue, by their poster).
  - o A photo of the student's official name tag.
- **Other documents** (such as a publication or a program listing with your name) may be accepted at the discretion of the GSC Executive Team.

#### Proof of Attendance 1 (Document 4a)

☐ Conference Agenda or Program ☐ Photo of the student at the conference ☐ Photo of the student's name tag

☐ Other (Please describe): \_\_\_\_\_

Please upload the proof in the box below

## Proof of Attendance 2 (Document 4b)

- ☐ Conference Agenda or Program ☐ Photo of the student at the conference ☐ Photo of the student's name tag
- ☐ Other (Please describe): \_\_\_\_\_

Please upload the proof in the box below

**Proof of Attendance 3 (Document 4c)**

- ☐ Conference Agenda or Program
- ☐ Photo of the student at the conference
- ☐ Photo of the student’s name tag
- ☐ Other (Please describe): \_\_\_\_\_

Please upload the proof in the box below

**SECTION 3: SIGNATURE**

**I hereby certify, under penalty of perjury, that the details provided on this form and all attached proofs of attendance are true, correct, and authentic. I confirm that I personally attended the conference specified in my application. I authorize the Graduate Student Council (GSC) to verify this information, and I acknowledge that submitting fraudulent information will result in a denial of funds and potential disciplinary action.**

**I further acknowledge that I understand the GSC’s eligibility requirements for travel reimbursement and agree to abide by all relevant GSC policies**

Applicant Signature and Date	<b>Graduate Student Council Treasurer Signature and Date (For GSC Use Only)</b>