



## Proof of Conference Registration Form

FORM 5

Domenici Hall Room 105  
New Mexico State University  
Las Cruces, NM 88003-8001  
[gscexecutiveteam@nmsu.edu](mailto:gscexecutiveteam@nmsu.edu)

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 REGISTRATION

#### Instructions:

#### 1. What to Provide

Please provide one (1) official proof of your conference registration. This item will be labeled **Document 5a** in your application packet. Your proof **must** clearly show all the following:

- Your full name
- The name of the conference
- The registration fee paid (or a \$0 balance if registration was free or waived)

#### Examples of acceptable proof:

- A copy of the paid invoice or receipt.
- The official registration confirmation email.
- A screenshot from the conference portal showing "Registered" and the cost.

#### 2. How to Upload Your Proof

This form provides upload boxes on multiple pages in case your proof (like a receipt or email) is longer than one page.

- Click the "Click to Upload" box. Adobe Acrobat will prompt you to select a file.
- You can select an image file (e.g., a screenshot) or a PDF file. Ensure your image is high resolution.
- **If you select a PDF file:** Adobe will ask you to select a *single page* to insert as an image. If your proof is multiple pages long, please add the first page in the box below and use the boxes on the following pages to add the rest.

## Document 5a: Proof of Registration – Page 1

Please upload the proof in the box below

## Document 5a: Proof of Registration – Page 2

Please upload the proof in the box below

Document 5a: Proof of Registration – Page 3

Please upload the proof in the box below
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SECTION 3: SIGNATURE

I hereby certify, under penalty of perjury, that the details provided on this form and the attached proof of registration are true, correct, and authentic. 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	Graduate Student Council Treasurer Signature and Date (For GSC Use Only)