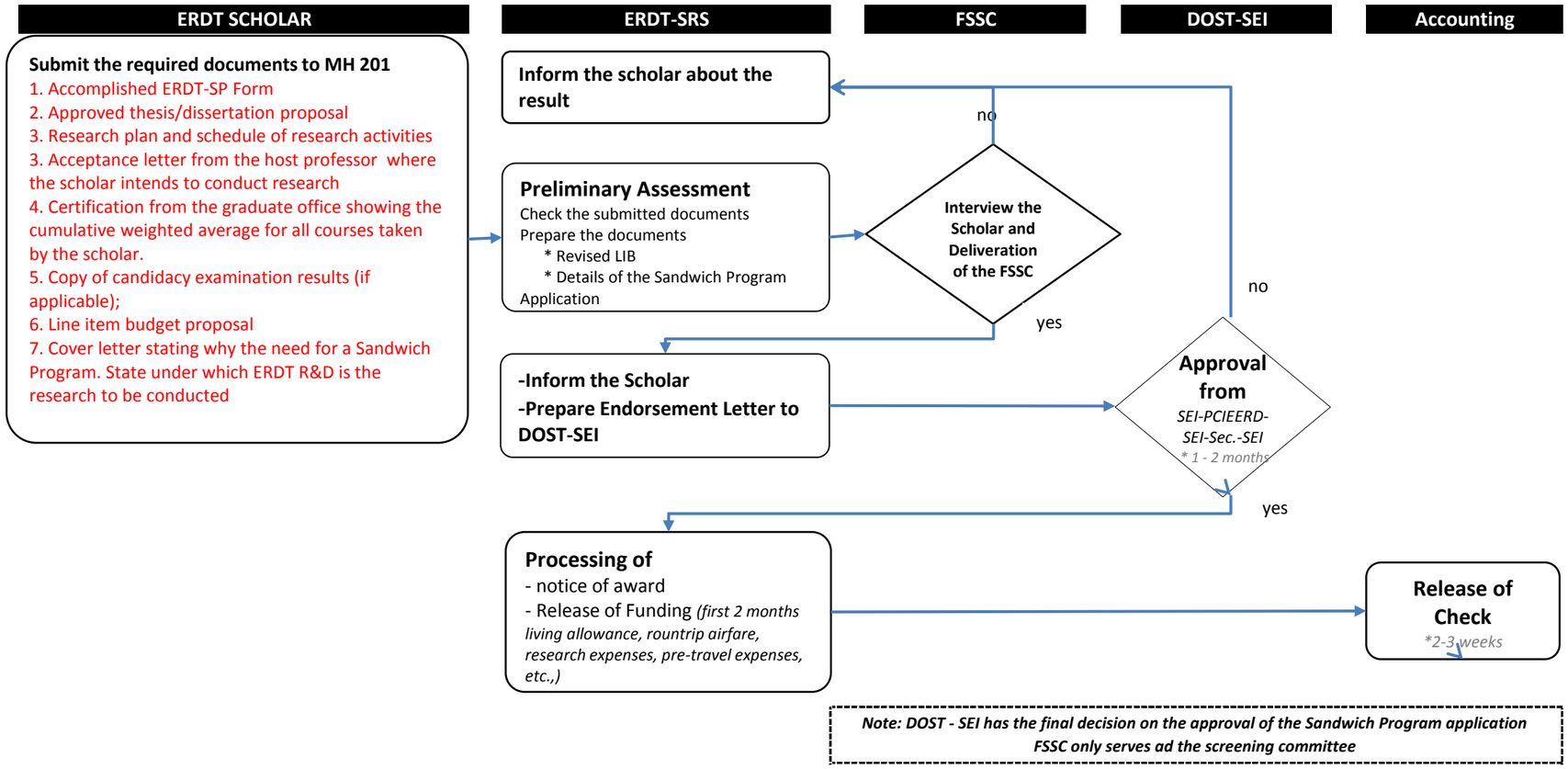
PROCESSING OF APPLICATION for ERDT SANDWICH PROGRAM



-Settlement of pre-travel expenses to MH 201
(original receipts, copy of VISA, copy of OR roundtrip airfare)

→ **Audit the settlement**

Temporary Travel Clearance for Sandwich Program

Submit the following:
1. Notarized Deed of Undertaking form
2. Recent certificate of employment/ ITR of your co-maker
3. Copy of co-maker's valid I.D.

→ **-Prepare an Edorsement letter to DOST-SEI signed by the Dean**

→ **Release of Travel Clearance**
*1 week

Upon Return of the Scholar

-Submit the following
1. one - page report of the research study
2. original receipts - board and lodging, research expenses, and other important matters

→ **-Audit the settlement**