



**International Doctoral Tuition Bursary – Extension Request Form**

The International Doctoral Tuition Bursary “IDTB” (IDE included within the IDTB timeline) is available to full-time international PhD students for a maximum of five (5) calendar years (15 terms) from the start of their program. If research progress has been delayed due to unforeseen circumstances, students may request additional support of up to two (2) terms only. Each additional term's support is worth up to \$3,500. **Requests for additional IDTB support must be submitted to Graduate Studies within the final term of the five-year IDTB period; backdated requests will not be considered.** For more information please visit <https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>.

All requests must be reviewed and supported by the academic unit. This form must be completed by the student and submitted to their academic unit for review. Upon review and approval, the academic unit will forward the request directly to Graduate Studies via email at [graduate.awards@carleton.ca](mailto:graduate.awards@carleton.ca). Forms submitted directly to Graduate Studies by students will not be accepted.

<b>Student Name:</b>	<b>Student ID #:</b>
<b>Date (mm/dd/yyyy):</b>	<b>Term of Admission:</b>
<b>Department:</b>	<b>Degree:</b>
<b>Requested Number of IDTS Terms (1 or 2):</b>	<b>Anticipated Degree Completion:</b>

Documentation must be submitted by the Department with **all** the following attachments:

- Proof of Completion of PhD Proposal and Comprehensive Exams (as program-applicable) - Audit
- One page letter from the student explaining the reason(s) for the delay in program completion
- One page letter from the student’s Supervisor(s)
- Timeline of activities to degree completion
- Last two (2) progress reports

**Confirm Registration Status:**            **Full-time**                            **Part-time**

**Student’s Signature:**

**Supervisor’s Signature:**

**Authorized Departmental Signature:**

**Date:**

*Personal information collected through this form will be used and disclosed by Carleton University under the authority of the Carleton University Act, 1952, and in accordance with sections 39, 41 and 42 of Ontario’s Freedom of Information and Protection of Privacy Act. The purpose of this data collection is for an International Doctoral Tuition Bursary (IDTB) extension request. If you have any questions about the processing of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via [Privacy\\_Office@carleton.ca](mailto:Privacy_Office@carleton.ca).*