

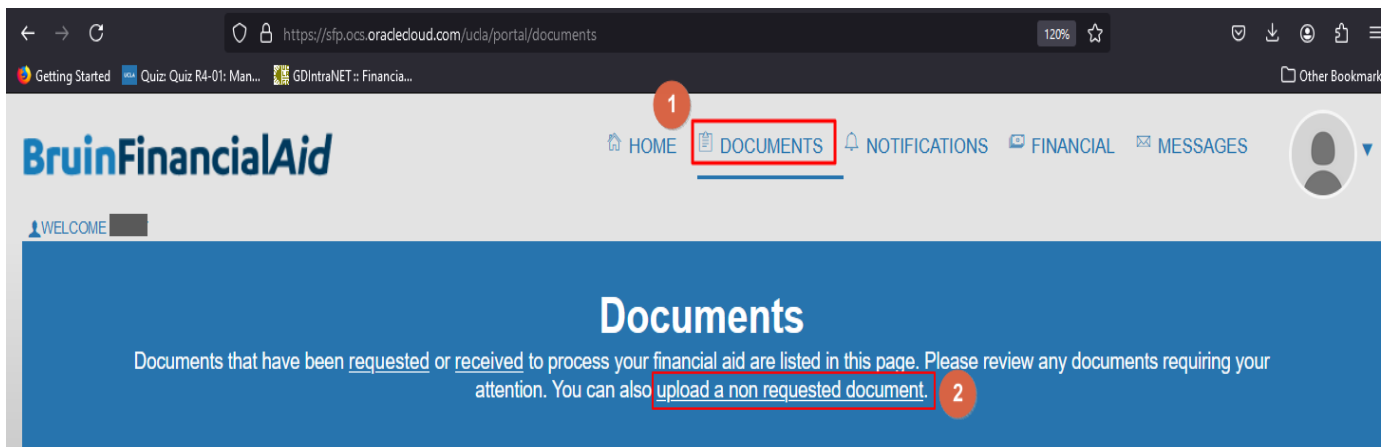
Doctoral Travel Grant Request Process

Effective 7/1/25 for academic year 2025-2026

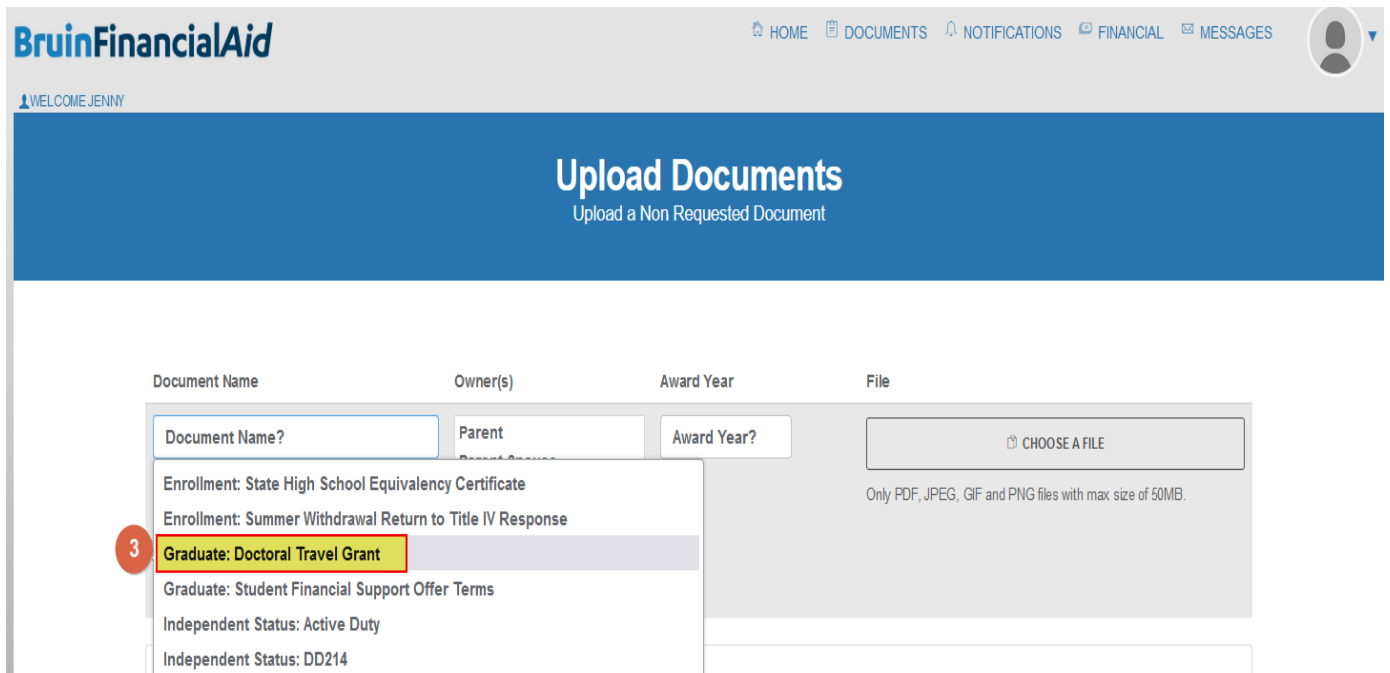
Student:

Log into the Bruin Financial Aid portal via MyUCLA <https://my.ucla.edu/>

1. Go to Documents at the top of the page
2. Click on “upload a non-requested document” in the Documents box



3. Under Document Name, select “Graduate: Doctoral Travel Grant”



4. Select “Student” under Owner(s) dropdown selection
5. Select (2025-2026) under Award Year

Upload Documents

Upload a Non Requested Document

Document Name	Owner(s)	Award Year	File
Graduate: Doctoral Travel Grant	Parent Parent Spouse Student Student Spouse	Award Year? Award Year? 2025-2026	<input type="button" value="CHOOSE A FILE"/> <small>Only PDF, JPEG, GIF and PNG files with max size of 50MB.</small>

6. Once DTG document is selected, a box will appear to download the DTG form
 - a. Complete the form
 - b. Save as PDF

Graduate: Doctoral Travel Grant

Please **download this file** and fill in the requested details directly into the document form. Once completed, upload the file to submit the requested document to continue processing your financial aid verification.

7. Under the “File column”, click on “Choose a File” and upload the saved PDF

Document Name	Owner(s)	Award Year	File
Graduate: Doctoral Travel Grant	Parent Parent Spouse Student Student Spouse	2025-2026	<input type="button" value="7 CHOOSE A FILE"/> <small>Only PDF, JPEG, GIF and PNG files with max size of 50MB.</small>

8. Click on “Add Additional Pages” and upload proof of attendance
 - a. When attending a conference, provide proof of conference registration.
 - b. When presenting at a conference, provide the invitation to present or the page of the program with the student’s name and presentation title.
 - c. When traveling for professional development, provide proof of attendance, such as registration or participation certificate.
 - d. When traveling for research, provide an up to 250-word description of the research.

Under ‘Enter Document Data’

9. Select date of submission under ‘Today’s Date’.
10. Enter the total amount you are requesting in **whole** dollar amounts. Do not enter any cents. Request must be greater than \$100 but not to exceed \$1000.
11. Select the start date of your travel Please note that you may only submit one request per travel/event date. If you are submitting for the same travel date, you’ll need to select another date (even though it may not match your actual travel date). Submissions with same event date will result in the first submission being overridden.

12. Read condition and take action.

13. Enter any comments you have
14. Once everything has been completed and you are ready to submit, Click on “Upload”