

**FACULTY OF COMPUTER SCIENCE & INFORMATION  
PAGE CHARGE FUND APPLICATION FORM**

**A. APPLICANT'S DETAILS**

NAME OF APPLICANT : \_\_\_\_\_  
\*The name of the applicant must be the case  
of the payer (if applicable)

Name of First Author : \_\_\_\_\_

IC No / Passport No : \_\_\_\_\_ (for reimbursement purposes)

Telephone No. (Mobile/Office) : \_\_\_\_\_ E-mail : \_\_\_\_\_

Programme: \_\_\_\_\_ Semester: \_\_\_\_\_

Title of Article : \_\_\_\_\_

Journal : \_\_\_\_\_

Journal Category (Please provide necessary evidence from JCR Incites) :  Q1  Q2 Invoice no: \_\_\_\_\_

**B. ENDORSEMENT**

**SUPERVISOR (For Postgraduate Candidates only)**

Recommended?  Yes  No

Signature:  
Date/Stamp:

**C. DEPUTY DEAN (POSTGRADUATE) OFFICE'S APPROVAL**

This application is:

- (a) Approved for the total amount of –  
Invoice amount: (Int): \_\_\_\_\_ to RM \_\_\_\_\_  
i) RM \_\_\_\_\_ (From Page Charge Fund)  
ii) RM \_\_\_\_\_ (From Applicant)

(b) Rejected due to: \_\_\_\_\_

**For DDR reference only**

Tier:  
Grant:

Signature: \_\_\_\_\_ Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

## PAGE CHARGE FUND APPLICATION CHECKLIST

Please attach the following documents with the application form  
\*Kindly note that incomplete forms and checklists will not be processed.

No	Documents	Check <input type="checkbox"/>
<b>Completed Page Charge Fund Application Form</b> subject to the following:		
1.	(a) Page charge or processing fees only;	
	(b) Article published in Tier 1 or Tier 2 journal category only;	
	(c) Applicant must be the Corresponding Author of the publication and must include all supervisors.	
<b>Required documents to attach:</b>		
2.	Letter or e-mail of acceptance from the journal publisher	
3.	Billed invoice with invoice no/order no (invoice before payment is made)	
4.	<p><b>For those who have already paid in advance: (Reimbursement will take up to 3 weeks to process)</b></p> <p>i. Certified True Copy Credit-card statement; or Certified True Copy Bank transfer slip</p> <p>ii. <b>The applicant's name must be the same as the payer's.</b></p>	
	iii. Applicant's I/C or Passport No is correct	
5.	A copy of the manuscript's front page with the contributors' names and addresses.	
6.	A copy of the page that stated the grant acknowledgment.	
7.	Journal Citation Reports (JCR)	