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# Instructions

Submit completed application via [HR ServiceNow](https://ucsb.service-now.com/hr)>>Training & Development>>

Dilling Yang Staff Scholarship and upload and attach any documentation verifying enrollment in and any payment of fees for non-HR Training courses with your HR ServiceNow ticket.

If you have any questions, please email barb.freeman@hr.ucsb.edu or call x-3133.

# Employee Information

|  |  |  |  |
| --- | --- | --- | --- |
| Lived Name |  | Dept Code/Dept Name  |  |
| Employee ID |  | Email/Phone  |  |
| Job Code/Job Title |  | Length of UCSB Employment |  |
| Supervisor Name |  | Supervisor Email |  |
| Request Course Type (i.e., HR Training, PaCE course, or Academic course) |  | PERM Number if requesting funds for Academic Course |  |
| Quarter/Year Scholarship is Requested For |  | TOTAL Scholarship Amount Requested | $ |
|  |
| 1. Course/Conference |  | Date: | $ |
| 2. Course/Conference |  | Date: | $ |
| 3. Course/Conference |  | Date: | $ |
| 4. Course/Conference |  | Date: | $ |
| 5. Course/Conference |  | Date: | $ |
| 6. Course/Conference |  | Date: | $ |

# Below, please explain the reasons why you are submitting an application for a Dilling Yang Staff Scholarship Award including how the UCSB course/conference meets your professional development and/or educational goals and how it will enhance your job skills. If you prefer, you may type your explanation and attach the document to your application.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
| Supervisor Signature |  | Date |  |
| HR Training Approval Signature |   | Date |  | Scholarship Awarded | $ |