Opportunities Fund

I. Overview

In addition to receiving a full undergraduate tuition scholarship, as a Macaulay student you can apply to access up to $7500 from the Macaulay Opportunities Fund that can be applied to a wide range of programs in New York City and around the world. Supported by the generous contributions of corporations, foundations, and individual donors, these funds will enhance your academic experience and facilitate your intellectual development. The Opportunities Fund is a valuable learning tool, assisting you in connecting your academic experience to your future life and career. Additionally, the grant application process will help train you for applying to prestigious fellowships, scholarships, and graduate and professional schools.

II. Eligibility Criteria

All eligible Macaulay Honors College students may submit an Opportunities Fund Application:

1. You must be a matriculated Honors College student in good standing. Students who extend their time in Macaulay for more than four years, whether funded or unfunded, are not eligible. Students who are on probation are not eligible.

2. You must complete and pass the Opportunities Fund Online Quiz.

3. Your FAFSA and TAP (for NY State Residents only) for the current academic year must be on file and fully processed when you submit your application.

4. All of your prior Opportunities Fund expenditures (if any) must be properly documented. This means that you must have submitted all required receipts or other relevant documentation (see Documentation Deadline).

5. You may access funds according to your yearly limits:
   - $3,000 --- Sophomore Year
   - $6,000 --- Junior Year
   - $7,500 --- Senior Year

6. Freshmen may begin to apply for funding during the spring access period of their freshman year, for an advance only. These funds may only be used for activities taking place during the summer between the freshman and sophomore year.

7. Students in their last semester of attendance can apply only for reimbursements. The Opportunities Fund Program will not fund any item/program that takes place after a student graduates. **Activities/items taking place or purchased in June may be funded.**

8. You must have completed 30 hours of Community Service by the first day of classes of your senior year.

III. Access Periods

*Applications for the Opportunities Fund will be accepted only during two access periods, fall and spring.* Students will still be able to apply for funding for summer items and programs from the Opportunities Fund. For summer expenses, students must either apply for an advance during the spring access period or for a reimbursement during the fall access period, depending on which is appropriate for the type of request. Check with your Macaulay Advisor for exact access period dates.

Last Updated on 03/16/16
IV. Application Process

Consider your academic goals carefully before you apply to access the Opportunities Fund. Speak with your Macaulay Advisor before you submit an application. Your Advisor will assist you in choosing your activities and writing a successful grant proposal.

Reminder: Your Opportunities Fund request is not automatically guaranteed. First, read the eligibility criteria to confirm you are eligible to apply for funding. Second, review the overview for funding activities section to confirm your activity is eligible for funding.

Application Procedure for Students:

1. Review all information on the Opportunities Fund webpage prior to filling out an application.
2. Download, print, and complete the Opportunities Fund application appropriate to your request.
   
   Complete Opportunities Fund Checklist:
   a. Fill in the information on the top of the Application Student Checklist
   b. Read each item carefully
   c. Complete all relevant tasks as well as the check-offs. If unsure, ask your Macaulay Advisor.
   d. Sign and date at the bottom of the checklist

   Your Macaulay Advisor may set earlier deadlines for you to submit draft applications in order to advise you more effectively.
3. Assemble the Opportunities Fund Application in the following order: checklist, application, statement of justification, relevant documentation, and Opportunities Fund quiz confirmation.
4. Submit your assembled application package to your Macaulay Advisor during an official access period.

Important Opportunities Fund and Travel Policy Changes—Effective January 28, 2013

There are policy changes for students traveling away/abroad. Effective January 28, students who plan to (1) request reimbursements from the Opportunities Fund for activities (e.g. service, internships, research fieldwork, graduate school visits, conferences) taking place away* or abroad or (2) use the activity to fulfill the Macaulay study abroad/internship requirement must submit the appropriate travel waiver to their Macaulay Advisor before beginning the activity. Please note this policy is already in effect for Study Abroad.

Students who do not submit waivers in advance will not be eligible to apply for funding or use the activity for the Macaulay study abroad/internship requirement.

Please note that submission of the waiver does not guarantee funding from the Opportunities Fund.

*“Away” is defined as activities taking place outside the five boroughs of New York City.

Some campuses may require students to submit an Opportunities Fund Application along with the Travel Waiver and schedule a pre-departure meeting with the Macaulay Advisor. Please speak to your Advisor about this requirement.

Note:
You must submit the CUNY International Travel Participation, Waiver and Emergency Contact Form with your application if you request funding for a non-CUNY-sponsored study abroad program.

You must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form with your application if you request funding for the following non-CUNY sponsored international activities: Internships, fieldwork, research, service, academic conferences, honors project experiences, graduate school visits, and professional development.
You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if you request funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

Approval Process:

1. If your Macaulay Advisor approves your application, he/she will forward it to the Opportunities Fund Committee for review. Incomplete or late applications will not be reviewed.
2. The Opportunities Fund Committee meets twice a year at the end of each access period and makes final decisions. Approval of applications is not automatic, and applying for funding does not guarantee approval. There are no appeals of the Committee’s decision.
3. Applications are evaluated based on appropriateness of activity, strength of statement, supporting documentation and completed application.
4. Once the Committee has met and reviewed all applications, the Associate Director of Scholarships and Grants will notify you whether your application has been approved.
5. Opportunities Funds may only be used for approved items or activities. If you anticipate a change in the purpose of approved funds, you must contact your Macaulay Advisor and the Associate Director of Scholarships and Grants immediately.
6. Any funds used for items or activities not approved by the Committee must be returned. You will be responsible for costs incurred.
7. Students receiving an advance must submit documentation (see Section 6) indicating that they have paid for all items and programs approved by the Committee, according to the Documentation Deadline.

Grant Types:

1. **Advances:** In some cases, it is appropriate to request a grant before a funded activity takes place. This type of application is called an “advance.” If you apply for an advance, you must supply both a detailed budget and quotes or other material documenting the cost of your proposed activities.
2. **Reimbursements:** In some cases, it is appropriate to request a grant after you have engaged in an academic activity. This type of application is called a “reimbursement.” However, please be aware that reimbursements for any particular activity are not guaranteed. The Opportunities Fund Committee may deny reimbursement requests for activities that are not adequately justified or properly documented. You will then be responsible for any such expenses.
3. You must request all reimbursements during the first access period following the activity for which you are requesting reimbursement. Late applications for reimbursements will not be approved.

V. Budget Sheet Tips

This section is intended to assist you in completing the budget page of the application.

- **Program Fees:** Write “included in program fee” if applicable or “self-pay” if you elect to cover an expense on your own or “n/a” for any item that doesn’t apply to you. *Tuition:* If your program includes tuition in the program fee, subtract the CUNY in-state tuition cost. NOTE: For non-CUNY programs, subtract the CUNY in-state tuition rate from your program’s tuition cost. If tuition costs remain (tuition differential) you can include it in your program fees.
- **Housing:** If included in the program fee, write “included in program fee.” If not included in the program fee, write the amount here.
- **Airfare:** Don’t rely on the quote/estimation from your program flyer. Get one roundtrip quote from online (e.g. Expedia). If you get multiple fares, write the average amount.
• **Meals:** Write the “# of meals X # of days” beneath the line. If your program advertises that it provides meals, adjust the per diem accordingly.

The **meal per diem** is as follows:

Europe: $15 per meal/max of $45 per day
US and other Countries: $10 per meal/max of $30 per day

*Receipts for meals are NOT collected.*

- **Insurance:** This refers to international CUNY CISI health/travel insurance, which provides additional coverage beyond a normal health insurance policy. Write “included in program fee” if it’s included.
- **Ground Transportation:** This applies to transportation to/from the airport both in the departure city and the return city. Search online for local roundtrip taxi, train, or bus fares.
- **Documentation:** Every fee on your budget sheet should be accounted for in your supporting documents. Highlight costs and fees on your supporting documents. If your parent/guardian paid on your behalf, highlight the name and indicate how this person is related to you.
- **Privacy:** If you use a credit card statement for payment confirmation: to protect the card number blacken it and photocopy it.

### VI. Funded Activities

You may submit an application to use your Opportunities Fund for the following:

1. Study Abroad/Study Away
2. Internships/Undergraduate Research
3. Away and Abroad Internships and Fieldwork
4. Service Learning and Service Programs
5. Academic Conferences
6. Honors Project Experiences
7. Professional Development
8. Memberships
9. Graduate Education
10. Licensing and Graduate Education Exams

#### 1. Study Abroad/Study Away

- **DEFINITION**
  Any arrangement by which a student is enabled to complete part of his/her college program in another country. The study abroad program should consist of the following:

  - Academically challenging and enriching program
  - Must choose honors option if available
  - Immersion options are encouraged/preferred:
    - Take language courses
    - Participate in cultural immersion
    - Family stay/international dorms
  - Must participate in a debriefing:
    - Share experience at home campus
    - Participate in a study abroad event
• Complete a photo essay
• Engage in blogging while abroad
  o Long-term study abroad programs are strongly encouraged

**STUDY ABROAD STATEMENT OF JUSTIFICATION**

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Convince the reader by touching upon the following reflecting points:

1. Why this particular program?
2. Why this country?
3. Why this particular course or these courses?

To receive funding, in addition to completing the Macaulay Honors College Study Abroad Evaluation you must agree to complete one of the projects below as part of your study abroad experience:

- Share experience at home campus
- Participate in a study abroad event
- Photo essay
- Blogging while abroad

**IMPORTANT INFORMATION**

- Students may apply for study abroad programs as an ADVANCE only.
- The Opportunities Fund will only fund study abroad programs for which students will receive academic credit at their home campus. All courses taken abroad must be completed with a passing letter grade otherwise the Opportunities Fund will have to be returned.
- As a rule, students will not be funded for the same study abroad program more than once.
- The Opportunities Fund application can only be used to request funding for your study abroad program costs. You must complete a separate study abroad application with the host college and register for the appropriate credits.
- If your Opportunities Fund request is approved, note that payments are typically made in November and April. Your program’s deposit and payment deadlines may come earlier. Be prepared to pay some costs up front.
- Students unable to participate in their intended study abroad program may not utilize the Opportunities Fund to cover any cost related to the program, including deposits.
- Students who do not transfer academic credit to their home institution will be required to return the Opportunities Fund, and will be responsible for tuition costs.
- Students who plan to study abroad through an approved study abroad program for either a semester or a full academic year may request up to the maximum eligibility of $7500.
- Consider applying for additional study abroad scholarship funding. Click [here](#) for more scholarship info.
- Extended study abroad may entail substantial costs – so you should consider “banking” your funds in order to maximize your activities. Depending on the activity, you may need to apply for supplemental funding sources (see bullet above) for certain activities, such as long-term study abroad.
- **Study Abroad/Away Tuition Coverage**
  Macaulay covers tuition for study abroad/away as follows:
  - Fall/Spring: 12-18 credits
  - Winter: One course up to 4 credits. If you want to take more courses/credits you must receive approval from Macaulay by submitting the [Winter Study Abroad Tuition Policy Exception Form](#).
  - Summer: Up to 8 credits.
For the current rate of tuition at CUNY, click here.

- Students attending non-CUNY sponsored study abroad programs and paying tuition costs directly to the university abroad are eligible to be reimbursed (at the CUNY tuition rate) through the Macaulay Honors College Tuition Scholarship for tuition costs. Please note reimbursements are issued according to Macaulay tuition policy relevant to the study abroad term. Be advised that reimbursements take a semester or more to process. To apply to be reimbursed for tuition:
  1. Pay the away or international institution in full for tuition costs
  2. Obtain a paid tuition bill from the away or international institution
  3. Submit a copy of the paid tuition bill along with the Study Abroad Tuition Reimbursement Form to Sasha De Silva by mailing to Sasha De Silva 35 West 67th Street, New York, NY 10023, scanning and emailing to sashadesilva@mhc.cuny.edu or faxing to 212.580.8130

- Students will be able to undertake long-term study abroad only after completing the City seminars in sequence.

- **CUNY Sponsored Study Abroad Programs:** Prior to departure, students must purchase health insurance through Cultural Insurance Services International (CISI). Please consult with the CUNY sponsoring Study Abroad Office for enrollment information. *Do not purchase insurance through the instructions listed below.*

- **Non-CUNY sponsored Study Abroad Programs:** Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI) **by following the instructions below.** This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. *Do not purchase insurance until your application has been approved by the Opportunities Fund Committee.* To purchase insurance:

  Step 1 Go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx
  Step 2 Click on Apply Online Now
  Step 3 Read/Acknowledge the Agreement
  Step 4 Select Sponsor (**Sponsor Code: CUNY-MHC**) & Submit Travel Information
  Step 5 Review Plan & Select Policy
  Step 6 Complete Personal Data
  Step 7 Submit Payment Information
  Step 8 Print Confirmation

For further information on purchasing insurance through CISI refer to the last page of this document.

- **TO QUALIFY FOR FUNDING**
  - Study abroad programs must be offered at an institution of higher education that offers courses for university credit.
  - Your home college must approve such credits in advance of your enrollment in a study abroad program. In addition, your intended program must be approved by your Macaulay Advisor.
  - Study away programs must be unique and not offered at CUNY.

- **APPLICATION DOCUMENTATION GUIDELINES**
  - Opportunities Fund applications must contain the following supporting documentation:
    - Course syllabus or proof of correspondence that you attempted to obtain a syllabus.
    - An official brochure or flyer that includes the course/program description and budget breakdown.
    - Quotes for required class trips, insurance, ground transportation (to and from airport), required travel documents and vaccinations are required only if you are requesting funding for these items.
    - Non-CUNY study abroad program participants must attach a copy of the permit indicating that credit(s) will transfer to your home College (Department Approval).
For study away programs, the program must be closely related to student’s area of study and a letter from your mentor agreeing to oversee the project and supporting your request must be attached.

- **Non-CUNY Sponsored Study Abroad Programs**: You must submit the CUNY International Travel Participation, Waiver, and Emergency Contact Form with your application
- **Study Away**: You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

### POST-STUDY ABROAD DOCUMENTATION GUIDELINES

- You must submit the following documents by the deadline*:
  - A course syllabus for each course completed abroad (Only required if you did not submit one with your Opportunities Fund application).
  - An unofficial CUNY transcript (i.e. e-SIMS print out) indicating that you registered for study abroad credits.
  - An official airfare receipt or itinerary that includes the departure/return dates and the cost of airfare.
  - Program and housing fee receipts (i.e. Copies of the cancelled checks/money orders made out to the host College).
  - Fill out the Study Abroad Evaluation Form, submit electronically and print a copy (A hard copy must be submitted along with your receipts).
  - Attach all documents to the Opportunities Fund Document Submission Form.

*Study abroad receipts must be submitted no later than the first day of classes of the term following participation in the study abroad program.

### For Additional Study Abroad Funding

Go to [http://macaulay.cuny.edu/current-students/study-abroad.php](http://macaulay.cuny.edu/current-students/study-abroad.php) - Click on How can I Finance my Study Abroad Program?

2. **Internships/Undergraduate Research**

You may apply to the Opportunities Fund to help defray some of your financial obligations when you undertake an internship or undergraduate research project that is unpaid and for which you do not receive academic credit.

**INTERNSHIP DEFINITION**

An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, the internship encompasses defined expectations; real work; and dedicated orientation, training, supervision, and evaluation.

**GOALS AND NATURE OF WORK**

- Clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed
- Varied tasks
- While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical. **Substantive tasks involve decision-making and engage and develop the intern’s abilities. Substantive tasks include:**
  - Research
  - Copyediting and writing
  - Creating a website
• Designing publications
• Developing procedures
• Performing lab tests
• Interviewing patients
• Conducting surveys
• Writing marketing plans
• Creating financial forecast and cost recovery reports
• Performing software/hardware revisions
• Facilitating workshops
• Community outreach
• Preparing legal briefs

Orientation, Training, and Supervision, and Evaluation
  o Orientation covering mission, goals, organizational structure, department procedures and policies
  o Training on technical systems and tasks intern will conduct
  o Dedicated supervisor(s) giving continuous feedback and meeting regularly to discuss progress
  o Dedicated mentor(s) (can be same person as supervisor) promoting reflection, encouraging professional development, advising on the industry or field, and assisting in building skills
  o Opportunities to network with senior staff members
  o Written evaluations of intern performance during the middle and end of the experience

Preferred Additional Activities
• Dedicated project(s) that students can work on during down-time
• Team projects among interns in the company/organization
• Presentation to staff members on activities
• Opportunities to view or participate in the work of other departments
• Extracurricular experiences with staff members such as staff outings
• Staff meetings or workshops open for the intern to attend
• Opportunities for increasing responsibility

• IMPORTANT INFORMATION
  • Internships based solely on shadowing will not be funded.
  • If receiving a stipend or other sources of funding for your internship or undergraduate research work you are not eligible to receive funding from the Opportunities Fund.
  • Students receiving small meal and travel stipends (maximum of $325) will be eligible to receive an internship stipend through the Opportunities Fund.
  • Students cannot be funded for completing the same internship within the same company/site. However students can be funded for working within the same company/site if responsibilities have changed. If you are requesting more than one stipend for an internship that spans multiple semesters within the same company, your supervisor must indicate how your responsibilities will increase or change each semester. If you are requesting funding for an internship previously funded by the Opportunities Fund, your supervisor must complete a new Internship Learning Agreement Form and indicate a growth in your responsibilities.
  • International Research: Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI) by following the instructions below. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. *Do not purchase insurance until your application has been approved by the Opportunities Fund Committee.* To purchase insurance:
    Step 1    Go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx
    Step 2    Click on Apply Online Now
Step 3  Read/Acknowledge the Agreement
Step 4  Select Sponsor (Sponsor Code: CUNY-MHC) & Submit Travel Information
Step 5  Review Plan & Select Policy
Step 6  Complete Personal Data
Step 7  Submit Payment Information
Step 8  Print Confirmation

For further information on purchasing insurance through CISI refer to the last page of this document

- **INTERNSHIP/UNDERGRADUATE RESEARCH STIPEND SCHEDULE:**
  The following schedule should be used to determine your maximum eligibility for unpaid internships.
  - part-time (full semester, 10-12 weeks, 10+ hours per week) = $1000
  - part-time (summer, 6-10 weeks, 15-30 hours per week) = $1200
  - full-time (summer, 6-8 weeks, 31+ hours per week) = $2000

  If receiving a stipend or other sources of funding for your internship or undergraduate research work you are not eligible to receive funding from the Opportunities Fund.

- **RESEARCH DEFINITION**
  A cornerstone of the Macaulay experience is undergraduate research. The National Council on Undergraduate Research defines undergraduate research as “an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.” Through a research assistantship, an undergraduate student works closely with a faculty mentor — and, where appropriate, his/her research team — to gain research skills and to contribute to the production of original scholarly or creative work.

- **IMPORTANT**
  You may apply to the Opportunities Fund to help defray some of your financial obligations when you undertake an undergraduate research project that is unpaid and for which you do not receive academic credit.

- **INTERNSHIP/UNDERGRADUATE RESEARCH STATEMENT OF JUSTIFICATION**
  Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

  Convince the reader by touching upon the following reflecting points:

  1. Why this particular organization/research project?
  2. Why this kind of work?
  3. Why is/was this internship/research project the best academic fit for you?
  4. If your internship/research position spans multiple semesters with the same organization, please indicate the growth/change in your responsibilities.

- **TO QUALIFY FOR FUNDING**
  - You must submit the Internship Learning Agreement Form to your Macaulay Advisor before or
within two weeks of starting the internship.

- **APPLICATION DOCUMENTATION GUIDELINES**
  - **Advance Requests:**
    - You must attach a copy of your *Internship Learning Agreement Form* to the Opportunities Fund Application.
    - You must submit the *CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form* with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.
    - You must submit the *CUNY Independent Travel Notification, Waiver, and Emergency Contact Form* with your application if requesting funding for non-CUNY sponsored international activities.
  - **Reimbursement Requests:**
    - You must attach a copy of your *Internship Learning Agreement Form* to the Opportunities Fund Application, and have already filed your online *Internship Evaluation* on the Macaulay Honors College website.

- **POST – INTERNSHIP DOCUMENTATION GUIDELINES (ADVANCE REQUEST ONLY)**
  - After completing the internship, you must submit the following: Complete the *Internship Evaluation Form* on the Macaulay Honors College website and attach to the *Document Submission Form*.
  - Documentation must be submitted upon completion of the internship.

3. **Away and Abroad Internships and Fieldwork**

   Students may request funding for credit bearing and paid internships/fieldwork taking place away and abroad. For credit bearing and paid internships/fieldwork students may request funding for travel and living expenses*. For non-credit-bearing and unpaid internships/fieldwork, students may request funding for an Internship Stipend, or for travel and living expenses*, but not both.

   *Travel and Living Expenses Includes:* Airfare, program fees, housing, meals, insurance, ground transportation (to and from airport), required travel documents and required vaccinations.

- **DEFINITION**

  An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, the internship encompasses defined expectations; real work; and dedicated orientation, training, supervision, and evaluation.

  **Goals and Nature of Work**

  - Clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed
  - Varied tasks
  - While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical. **Substantive tasks involve decision-making and engage and develop the intern’s abilities.** Substantive tasks include:
    - Research
    - Copyediting and writing
    - Creating a website
    - Designing publications
    - Developing procedures
Performing lab tests
Interviewing patients
Conducting surveys
Writing marketing plans
Creating financial forecast and cost recovery reports
Performing software/hardware revisions
Facilitating workshops
Community outreach
Preparing legal briefs

**Orientation, Training, and Supervision, and Evaluation**
- Orientation covering mission, goals, organizational structure, department procedures and policies
- Training on technical systems and tasks intern will conduct
- Dedicated supervisor(s) giving continuous feedback and meeting regularly to discuss progress
- Dedicated mentor(s) (can be same person as supervisor) promoting reflection, encouraging professional development, advising on the industry or field, and assisting in building skills
- Opportunities to network with senior staff members
- Written evaluations of intern performance during the middle and end of the experience

**Preferred Additional Activities**
- Dedicated project(s) that students can work on during down-time
- Team projects among interns in the company/organization
- Presentation to staff members on activities
- Opportunities to view or participate in the work of other departments
- Extracurricular experiences with staff members such as staff outings
- Staff meetings or workshops open for the intern to attend
- Opportunities for increasing responsibility

**IMPORTANT INFORMATION**
- Internships based solely on shadowing will not be funded.
- Students receiving small meal and travel stipends (maximum of $325) will be eligible to receive an internship stipend through the Opportunities Fund.
- Students cannot be funded for completing the same internship within the same company/site. However students can be funded for working within the same company/site if responsibilities have changed. If you are requesting more than one stipend for an internship that spans multiple semesters within the same company, your supervisor must indicate how your responsibilities will increase or change each semester. If you are requesting funding for an internship previously funded by the Opportunities Fund, your supervisor must complete a new Internship Learning Agreement Form and indicate a growth in your responsibilities.

- **International Internships/Fieldwork:** Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI) by following the instructions below. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. Do not purchase insurance until your application has been approved by the Opportunities Fund Committee. To purchase insurance:

  Step 1 Go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx
  Step 2 Click on Apply Online Now
  Step 3 Read/Acknowledge the Agreement
Step 4: Select Sponsor (Sponsor Code: CUNY-MHC) & Submit Travel Information  
Step 5: Review Plan & Select Policy  
Step 6: Complete Personal Data  
Step 7: Submit Payment Information  
Step 8: Print Confirmation

For further information on purchasing insurance through CISI refer to the last page of this document.

- **INTERNSHIP/UNDERGRADUATE RESEARCH STIPEND SCHEDULE:**
  The following schedule should be used to determine your maximum eligibility for unpaid internships.
  
  - Part-time *(full semester, 10-12 weeks, 10+ hours per week)* = $1000  
  - Part-time *(summer, 6-10 weeks, 15-30 hours per week)* = $1200  
  - Full-time *(summer, 6-8 weeks, 31+ hours per week)* = $2000

- **RESEARCH DEFINITION**
  A cornerstone of the Macaulay experience is undergraduate research. The National Council on Undergraduate Research defines undergraduate research as “an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.” Through a research assistantship, an undergraduate student works closely with a faculty mentor — and, where appropriate, his/her research team — to gain research skills and to contribute to the production of original scholarly or creative work.

- **INTERNSHIPS AND FIELDWORK AWAY AND ABROAD STATEMENT OF JUSTIFICATION**
  Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

  Convince the reader by touching upon the following reflecting points:

  1. Why this particular organization/research project?
  2. Why this kind of work?
  3. Why this location?
  4. Why is/was this internship/fieldwork project the best academic fit for you?

- **TO QUALIFY FOR FUNDING**
  
  - You must submit the Internship Learning Agreement to your Macaulay Advisor before or within two weeks of starting the internship.

- **APPLICATION DOCUMENTATION GUIDELINES**
  
  - Advance Requests:
    - Internships: You must attach a copy of your Internship Learning Agreement Form to the Opportunities Fund Application.
    - Fieldwork: You must attach a copy of your Fieldwork Announcement and Commitment Form to your Opportunities Fund Application.
• **Travel and Living Expenses**: Submit quotes (i.e. Housing receipts and an official airfare itinerary) for all items being requested.

• You must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form with your application if requesting funding for non-CUNY sponsored international activities.

• You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

• **Reimbursement Requests:**
  - **Internships:**
    1. You must attach a copy of your Internship Learning Agreement Form to the Opportunities Fund Application.
    2. If you are traveling abroad, you must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.
    3. If you are traveling away, you must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.
    4. Attach a copy of your Internship Evaluation Form to your Opportunities Fund Application.

  - **Fieldwork:**
    1. You must attach a copy of your Fieldwork Announcement and Commitment Form to your Opportunities Fund Application.
    2. If you are traveling abroad, you must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.
    3. If you are traveling away, you must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.
    4. Attach a copy of your Internship Evaluation Form to your Opportunities Fund Application.

• **POST – INTERNSHIP DOCUMENTATION GUIDELINES (ADVANCE REQUEST ONLY)**

  - After completing the internship, you must submit the following: Complete the Internship Evaluation Form on the Macaulay Honors College website and attach to the Document Submission Form.
  - Documentation must be submitted upon completion of your internship.

4. **Service Learning and Service Programs**

• **DEFINITION**
  - **SERVICE PROGRAM**—A service program:
    - is an organized group project consisting of national/international volunteering
    - combines service with travel abroad/away in an organized fashion
    - provides students with an opportunity to engage with communities, for the benefit of those communities
    - allows students to understand how their service makes a positive difference in other’s lives.

  - **SERVICE LEARNING PROGRAM**—A Service learning program:
    - is a credit bearing academic course that
• combines academic instruction with a closely related community service component
• will engage students in a community service project (locally, nationally or internationally) to help achieve important community objectives
• will include academic instruction related to that particular community service project
• provides an opportunity for students to become active members, explorers, and learners of the community issue at hand

• IMPORTANT INFORMATION

International Service Programs: Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI) by following the instructions below. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. Do not purchase insurance until your application has been approved by the Opportunities Fund Committee. To purchase insurance:

Step 1 Go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx
Step 2 Click on Apply Online Now
Step 3 Read/Acknowledge the Agreement
Step 4 Select Sponsor (Sponsor Code: CUNY-MHC) & Submit Travel Information
Step 5 Review Plan & Select Policy
Step 6 Complete Personal Data
Step 7 Submit Payment Information
Step 8 Print Confirmation

For further information on purchasing insurance through CISI refer to the last page of this document.

• SERVICE PROGRAM/SERVICE PROGRAM STATEMENT OF JUSTIFICATION

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Convince the reader by touching upon the following reflecting points:

1. Why this particular organization?
2. Why this kind of work?
3. How does your program meet the definition of our service program/service learning program criteria (see definitions above)?

• FUNDING INFORMATION

• Travel and living expenses are covered through the Opportunities Fund. Travel and living expenses includes: Airfare, program fees, housing, meals, insurance, ground transportation (to and from airport), required travel documents and required vaccinations.

• APPLICATION DOCUMENTATION GUIDELINES

• Advance Requests:
  • Attach a program flyer/brochure that provides a detailed description of the service program,
including a budget breakdown.

- For other expenses (i.e. Airfare) not detailed in the flyer you must attach a quote of the cost.
- You must submit the CUNY International Travel Participation, Waiver and Emergency Contact Form with your application if requesting funding for non-CUNY sponsored international activities.
- You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

- Reimbursement Requests:
  - Attach a program flyer/brochure that provides a detailed description of the service program, including a budget breakdown.
  - Submit receipts (i.e. Official invoice from the program, airfare itinerary copies of the cancelled checks or money orders) for all items being requested.
  - A page long reflection paper about your experience.
  - If you are traveling abroad, you must submit the CUNY International Travel Participation, Waiver and Emergency Contact Form with your application if requesting funding for non-CUNY sponsored international activities.
  - to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.
  - If you are traveling away, you must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.

- POST – SERVICE DOCUMENTATION GUIDELINES (ADVANCE REQUEST ONLY)
  - Submit receipts (i.e. Official invoice from program, airfare itinerary, copies of the cancelled checks or money orders) for all items approved for funding.
  - Submit a page long reflection paper about your experience.
  - Attach all documents to the Opportunities Fund Document Submission Form.
  - Documentation must be submitted no later than the last day of classes in the semester in which approval was received.

5. Academic Conferences
You can apply for funding to attend one conference without having to participate in it. All other conferences will only be funded if you are a contributing author or presenter.

- DEFINITION
  An academic conference is a gathering of academics/professionals, in an academic field, for the purpose of communicating, learning and sharing work with colleagues.

- ACADEMIC CONFERENCE STATEMENT OF JUSTIFICATION
  Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

  Convince the reader by touching upon the following reflecting points:

  1. Why this conference?
2. How does participating in this conference enrich your academic and professional goals?
3. Will you be presenting? If yes, please describe your paper/project.

• FUNDING INFORMATION
  o Travel and living expenses are covered. Travel and living expenses includes: Airfare, program fees, housing, meals, insurance, ground transportation (to and from airport), required travel documents and required vaccinations.
  o Only nights necessary to attend the conference will be funded.

• IMPORTANT INFORMATION

International Academic Conferences: Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI) by following the instructions below. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. Do not purchase insurance until your application has been approved by the Opportunities Fund Committee. To purchase insurance:

Step 1 Go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx
Step 2 Click on Apply Online Now
Step 3 Read/Acknowledge the Agreement
Step 4 Select Sponsor (Sponsor Code: CUNY-MHC) & Submit Travel Information
Step 5 Review Plan & Select Policy
Step 6 Complete Personal Data
Step 7 Submit Plan & Select Policy
Step 8 Print Confirmation

For further information on purchasing insurance through CISI refer to the last page of this document.

• APPLICATION DOCUMENTATION GUIDELINES

  o Advance Requests:
    • Attach a program flyer/brochure that provides a detailed description of the conference, including the cost.
    • For other expenses (i.e. Airfare) not detailed in the flyer you must attach a quote of the estimate cost.
    • For contributing authors and presenters, please attach the abstract, summary or actual paper that you will be presenting.
    • You must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form with your application if requesting funding for non-CUNY sponsored international activities.
    • You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

  o Reimbursement Requests:
    • Attach a program flyer/brochure that provides a detailed description of the conference, including the cost.
    • Submit receipts (i.e. Official invoice from program, housing receipts and an official airfare itinerary) for all items being requested.
    • For contributing authors and presenters, please attach the abstract, summary or actual paper that
you will be presenting.

- If you are traveling abroad, you must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.
- If you are traveling away, you must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.

**POST – CONFERENCE DOCUMENTATION GUIDELINES (ADVANCE REQUEST ONLY)**

- Submit receipts (i.e. Official invoice from the program, airfare itinerary, copies of the cancelled checks or money orders) for all items approved for funding.
- Attach all documents to the Opportunities Fund Document Submission Form.
- Documentation must be submitted no later than the last day of classes in the semester in which approval was received.

**6. Honors Project Experiences**

You may use your Opportunities Fund for travel, fieldwork, and other activities related to your honors research project and/or senior thesis or senior project.

**HONORS PROJECT STATEMENT OF JUSTIFICATION**

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Provide a detailed description of request.

Convince the reader by touching upon the following reflecting points:

1. Why is this expense necessary?
2. What if any, possible alternative options have been considered?

**IMPORTANT INFORMATION**

**International Honors Project Experiences:** Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI) by following the instructions below. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. Do not purchase insurance until your application has been approved by the Opportunities Fund Committee. To purchase insurance:

Step 1: Go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx
Step 2: Click on Apply Online Now
Step 3: Read/Acknowledge the Agreement
Step 4: Select Sponsor (Sponsor Code: CUNY-MHC) & Submit Travel Information
Step 5: Review Plan & Select Policy
Step 6: Complete Personal Data
Step 7: Submit Payment Information
Step 8: Print Confirmation
For further information on purchasing insurance through CISI refer to the last page of this document.

- **TO QUALIFY FOR FUNDING:**
  - You must attach a letter from your mentor/professor supporting your request.

- **APPLICATION DOCUMENTATION GUIDELINES:**
  - **Advance Requests:**
    - Attach a description and quote for each item being requested.
    - You must attach a letter from your mentor/professor supporting your request.
    - You must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form with your application if you request funding for non-CUNY sponsored international activities.
    - You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if you are requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.
  - **Reimbursement Requests:**
    - Attach a description and quote for each item being requested.
    - Submit receipts (i.e. Airfare itinerary, housing receipts, and credit card statements) for all items being requested.
    - You must attach a letter from your mentor/professor supporting your request.
    - If you are traveling abroad, you must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.
    - If you are traveling away, you must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form to your Macaulay Advisor before beginning the activity. A copy of the travel waiver must be attached to your Opportunities Fund application.

- **POST – PROJECT DOCUMENTATION GUIDELINES (ADVANCE REQUEST ONLY)**
  - Submit receipts (i.e. Airfare itinerary, housing receipts copies of the cancelled checks or money orders) for all items approved for funding.
  - Attach all documents to the Opportunities Fund Document Submission Form.
  - Documentation must be submitted no later than the last day of classes in the semester in which approval was received.

7. Professional Development

You may request funding for professional development activities such as attending workshops or courses relating to your academic/professional goals that are not offered at any of the CUNY Colleges. You may request funding for professional development materials attached to a workshop/course. You may also request funding for materials not attached to a workshop/course (maximum of $500) provided that you have a letter of support from a faculty member.
PROFESSIONAL DEVELOPMENT STATEMENT OF JUSTIFICATION

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Provide a detailed description of request.

Convince the reader by touching upon the following reflecting point:

- Why go outside of CUNY?

IMPORTANT INFORMATION

International Professional Development Activities: Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI) by following the instructions below. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. Do not purchase insurance until your application has been approved by the Opportunities Fund Committee. To purchase insurance:

  Step 1  Go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx
  Step 2  Click on Apply Online Now
  Step 3  Read/Acknowledge the Agreement
  Step 4  Select Sponsor (Sponsor Code: CUNY-MHC) & Submit Travel Information
  Step 5  Review Plan & Select Policy
  Step 6  Complete Personal Data
  Step 7  Submit Payment Information
  Step 8  Print Confirmation

For further information on purchasing insurance through CISI refer to the last page of this document.

- TO QUALIFY FOR FUNDING
  You must research and show that the workshop/course that you will be taking at another institution is not offered at any of the CUNY Colleges.

If requesting funding for professional development materials not attached to a course, a faculty letter of support (on Departmental letterhead) must be attached to your Opportunities Fund application.

APPLICATION DOCUMENTATION GUIDELINES

  o Advance Requests:
    • Attach a program flyer/brochure that provides a detailed description of the workshop/course, including the cost.
    • You must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form with your application if requesting funding for non-CUNY sponsored international activities.
    • You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

  o Reimbursement Requests:
    • Attach a program flyer/brochure that provides a detailed description of the workshop/course, including the cost.
• Submit receipts (i.e. Paid receipt from workshop or course organizer, credit card statements, copies of the cancelled checks) indicating the cost has been paid in full.
• If you are traveling abroad, you must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form to your Macaulay Advisor **before beginning the activity**. A copy of the travel waiver must be attached to your Opportunities Fund application.
• If you are traveling away, you must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form to your Macaulay Advisor **before beginning the activity**. A copy of the travel waiver must be attached to your Opportunities Fund application.

**POST-ACTIVITY DOCUMENTATION GUIDELINES (ADVANCE REQUESTS ONLY)**

• Submit receipts (i.e. Paid receipt from workshop or course organizer, credit card statements, copies of the cancelled checks) indicating the cost has been paid in full.
• Attach all documents to the Opportunities Fund Document Submission Form.
• Documentation must be submitted no later than the last day of classes in the semester in which approval was received.

### 8. Memberships

Annually, students may request funding for up to four memberships: a maximum of two honors society and two professional memberships. A maximum of $200 will be funded for lifetime memberships.

**MEMBERSHIPS STATEMENT OF JUSTIFICATION**

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Provide a detailed description of request.

Convince the reader by touching upon the following reflecting point:

1. **Why this membership or organization?**

**APPLICATION DOCUMENTATION GUIDELINES**

- **Advance Requests:**
  - Attach a description of the membership, including the cost.
- **Reimbursement Requests:**
  - Submit receipts (i.e. Credit card statements, invoice, and copies of the cancelled checks/money orders) indicating the membership fee has been paid in full.

**POST- PURCHASE DOCUMENTATION GUIDELINES (ADVANCE REQUEST ONLY)**

- Submit receipts (i.e. Credit card statements, invoice, and copies of the cancelled checks/money orders) indicating the membership fee has been paid in full.
- Attach all documents to the Opportunities Fund Document Submission Form.
- Documentation must be submitted no later than the last day of classes in the semester in which approval was received.
9. Graduate Education

You may request funding for graduate and professional school applications fees.
- You can request funding for up to 10 graduate school applications as a reimbursement only.
- For primary applications, up to 10 schools may be funded. You may then apply for up to nine secondary school applications.
- Students may request funding for travel expenses for 3-5 graduate school interviews (i.e. airfare), if part of the application process or if accepted to the graduate school(s) for which they are requesting funding. Interview request and acceptance letters must be attached to the Opportunities Fund application.
- You must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form with your application if requesting funding for travel to international schools.
- You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.
- Students may request funding for transcripts needed for graduate school applications.

- STATEMENT OF JUSTIFICATION

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Convince the reader by touching upon the following reflecting points:

- Why these programs?
- Why this intended career?

APPLICATION DOCUMENTATION GUIDELINES
- Graduate School Application(s): Attach a quote/advertisement for the cost of each graduate school application.
- Graduate School Application(s): Attach a receipt (i.e. invoice, bill, credit card statement, copies of the cancelled checks/money orders) indicating each graduate school application fee has been paid in full.
- Graduate School Interview(s): Receipts for each travel expense (i.e. airfare, bus fare and hotel) being requested, and interview request/acceptance letters.
- Graduate School Transcript Request(s): Quotes and receipts for each transcript fee being requested.
- You must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form with your application if requesting funding for non-CUNY sponsored international activities.
- You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

10. Licensing and Graduate Education Exams

You may request an Opportunities Fund Grant for the following:
- Graduate education exams, such as the GRE, MCAT, LSAT, etc. taken during your tenure as a University Scholar (you may use the Opportunities Fund for two post graduate exams in each category).
- Post graduate and licensing exam review courses and prep books. You may request funding for multiple review courses. A maximum amount of $2500 may be used toward post graduate/licensing exam review courses and books.
- Licensing exams relating to your major.
Note: In general, private tutoring will only be funded if it is through a well-established business/organization/corporation (i.e. Kaplan).

Reminder: Check for student discounts when exploring prep course options.

**STATEMENT OF JUSTIFICATION**

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Convince the reader by touching upon the following reflecting points:

1. Why this specific program?
2. Why this method of study (i.e. traditional classroom course, online instruction, or private tutoring)?

**APPLICATION DOCUMENTATION GUIDELINES**

- **Advance Requests:**
  - Attach documentation that includes a description of the activity and cost.

- **Reimbursement Requests:**
  - Attach documentation that includes a description of the activity and cost.
  - Submit receipts (i.e. Paid receipt from company, credit card statements, and copies of the cancelled checks) indicating the cost has been paid in full.

**POST-PURCHASE DOCUMENTATION GUIDELINES (ADVANCE REQUEST ONLY)**

- Submit receipts (i.e. Credit card statements, invoice, and copies of the cancelled checks/money orders) indicating the cost has been paid in full.
- Attach all documents to the Opportunities Fund Document Submission Form.
- Documentation must be submitted no later than the last day of classes in the semester in which approval was received.

### VII. Documentation Deadline

**STUDY ABROAD**

The documentation deadline for study abroad programs differs, as it is based on the semester of participation in the program. The deadline for study abroad programs is as follows:

<table>
<thead>
<tr>
<th>TERM OF PARTICIPATION</th>
<th>DOCUMENTATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>First day of spring semester</td>
</tr>
<tr>
<td>Winter Intersession</td>
<td>First day of spring semester</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>First day of fall semester</td>
</tr>
<tr>
<td>Summer Session</td>
<td>First day of fall semester</td>
</tr>
</tbody>
</table>

**INTERNSHIPS/RESEARCH**

Documentation for internships/research should be submitted at the completion of the internship/research.

**ALL OTHER FUNDED ITEMS, ACTIVITIES, AND PROGRAMS**

Students must submit documentation indicating that they have paid for all items and programs approved by the Opportunities Fund. **Deadline: Documentation must be submitted no later than the last day of classes in the semester in which approval was received.** For example, documentation of a professional development request approved during the fall access period must be submitted no later than the last day of classes in the fall semester.
Students who do not provide documentation by the deadline will receive a bill and be required to return all approved funding.

All receipts should be mailed to:

Carolina Ruiz  
Macauley Honors College  
35 West 67th Street  
New York, NY 10023

Receipts can also be submitted by email at carolina.ruiz@mhc.cuny.edu or faxed to 212.580.8130 (Attn: Carolina Ruiz).

VIII. Important Links

- Opportunities Fund Web page: http://www.macaulay.cuny.edu/current-students/opportunities-fund.php
- Check Opportunities Fund Usage (balance, approvals, etc.): https://services.mhc.cuny.edu/studentProfile/
- Opportunities Fund Forms/Applications: http://www.macaulay.cuny.edu/current-students/opp-fund-forms.php
- Additional Study Abroad Funding: http://www.macaulay.cuny.edu/current-students/study-abroad.php
- Internship and Study Abroad Evaluation Forms: https://services.mhc.cuny.edu/survey/

IX. CISI Insurance

Students who purchase health insurance through CISI can access a wide variety of services by going to the CISI website. Your policy information, coverage plan information, and consulate letter are viewable and printable through this site. You can also access:

- Personal Security Assistance Information
- CISI Emergency Contact Information
- Overseas Doctors Search
- Travel Warning Information
- Travel Alert Information
- Country Profile Information
- Health & Vaccination Recommendations

You are strongly encouraged to explore the website and gather as much information as possible prior to traveling.

X. Questions

For questions regarding Opportunities policies, procedures or health insurance, please contact Ms. Sasha De Silva at 212.729.2940 or sashadesilva@mhc.cuny.edu.
1. Who is eligible for this coverage?

CUNY overseas program participants, students, faculty, and staff participating in or leading credit-bearing or non-credit-bearing international programs such as study abroad, conferences, service projects.

2. Are International Students (F and J visa holders) studying outside the U.S. eligible?

Yes, provided that they are not going to study in their Home Country as this would not be considered study abroad. Also, in this case, we would consider the U.S. to be the Home Country for the purpose/duration of the insurance policy.

3. Are Dual Citizens or Permanent Residents eligible?

As this is a study abroad plan, we are supposed to be covering students outside of their Home Country. “Home Country” means the country where an Insured Person has his or her true, fixed and permanent home and principal establishment or the United States. In regards to dual citizens (i.e. citizens of the U.S. and another country) and green card holders in the U.S. with citizenship in another country, eligibility for the plan should be determined by where the student’s fixed and permanent home and principal establishment is located. If it is in the U.S., then we could call the overseas experience studying abroad. If it is in the country they are planning to study in then we can’t say that it is a study abroad experience. In any of these cases of international students, international scholars, dual citizens and permanent residents who become eligible for the policy, we would consider the U.S. to be the Home Country for the purpose/duration of the insurance policy.

4. Are Dependents eligible?

As of December 1, 2013 dependents of a Primary Insured (PI) who are accompanying the PI may be enrolled prior to departure only by using a separate PDF enrollment form which is to be completed by the PI or the dependent and e-mailed to enrollments@culturalinsurance.com for processing. PI’s are participants, students, faculty and staff who are enrolled in the plan. Credit Card payment is made on the form by the PI or dependent and the dependent’s coverage dates can not exceed the PI’s dates. We can not accept dependent enrollments after departure for the overseas trip. Please allow 2 weeks to process.

5. Are there any age restrictions associated with this coverage?

No. All ages are eligible for coverage and the rates are the same regardless of age.

6. How can I find a specific type of medical doctor in my overseas destination?

Whether an insured has a pre-existing condition or whether a new Injury/Illness develops, AXA Assistance (our 24/7 Medical/Travel/Technical assistance partner) can help you with medical referrals to a specialist in your overseas area.

7. Are pre-existing conditions covered?

Pre-existing conditions are covered up to the policy Medical Expense limit, except if the insured person is traveling against the advice of a Doctor, on a waiting list for a specific treatment, or when traveling for the purpose of medical treatment.

8. Is this coverage primary?

Yes, except where otherwise noted (i.e. auto claims, workers comp. type claims, Home Country Coverage and Extension of Benefits).

9. Where are claims processed and where can I direct insureds with claim/benefit questions?

Claims are processed in-house by CISI’s experienced team of Medical Benefit Analysts in our Stamford, CT office. If you have any questions regarding your benefits or the claim submission process, do not hesitate to contact CISI. Please include your policy number (GLM N04965310) on all communications submitted to CISI by e-mail or mail.

To reach a CISI Claims Representative:

   Phone:  (800) 303-8120 ext. 5130 (toll-free from within the US)
            (203) 399-5130 (from outside the US, collect calls accepted)
   E-mail:  claimhelp@culturalinsurance.com

10. How does an insured get reimbursed for medical expenses he or she pays?

It is common in the case of minor injuries/illnesses that the insured pays, saves receipts, and submits those with a completed claim form to claimhelp@culturalinsurance.com to obtain reimbursement. Reimbursement is made to the U.S. address in U.S. dollars unless otherwise requested.
11. Can CISI pay medical providers directly?
Yes, we are always willing to pay a provider directly. This is usually the most successful when it’s a larger bill and AXA Assistance has called ahead to provide a guarantee of payment.

12. Which foreign currencies can CISI pay in?
CISI can make payment/reimbursement by check in the following currencies: U.S. Dollar, Australian Dollar, Euro, Pound Sterling, Swiss Franc, Norwegian Krone, Swedish Krona, and Danish Krona. CISI can also wire monies in nearly all currencies to foreign medical providers when requested and with sufficient bank routing details.

13. What services does AXA Assistance provide and how are they accessed?
- 24/7 Medical/Travel/Technical Assistance
- Emergency Medical Evacuation
- Return of Mortal Remains
- Security Evacuation (in conjunction with iJET, our 24/7 Security assistance partner)

In cases of Medical or Security related emergency please contact our 24/7/365 Medical/Travel/Technical assistance provider:

Emergency Assistance Provider: AXA Assistance
Phone: (855) 327-1411 (calling toll-free from within the US) or (312) 935-1703 (calling outside the US, collect calls accepted) E-mail: medassist-usa@axa-assistance.us

14. Who is iJET and how are they reached?
iJET is our 24/7 Security assistance partner. Security assistance is accessed through AXA Assistance who will “warm transfer” to iJET when warranted.

15. Who can open an AXA Assistance case?
Anyone can open an AXA Assistance case on behalf of an insured…the insured him/herself, a friend, a family/staff/faculty member, etc. Provide the policy #, name of insured and all relevant details including hospital/doctor name/contact information, diagnosis if known, etc.

16. When should someone open an AXA Assistance case?
Anytime something more serious happens like a hospitalization, natural disaster, political unrest etc. involving an insured.

17. How much does the insurance cost?
For coverage starting on or after 3/31/2016, the cost is $13.35/week for programs needing 3 weeks (22 days) or less of coverage. The cost is $49.65/month for all programs greater than 22 days.

18. How are the weekly and monthly rates calculated?
Weekly: There is a one day grace period allowed on the weekly rate so 1-8 days is charged as one week, 9-15 days is charged as two weeks and 16-22 days is charged as three weeks. Monthly: A month for us is from one day this month to the same day the following month. There is a 5 day grace period that is allowed on the monthly rate. So, for example, one month for CISI is April 17th to May 17th, but the following dates are also equal to one month April 17th to May 18th, 19th, 20th, 21st and 22nd.

19. How should I determine the coverage dates to report?
20. You should start coverage a few days before the program begins and end it a few days after the program is due to end.

21. How can coverage for a period of personal travel before or after the program be purchased?
To follow is the link where CUNY individuals may go to purchase up to a month of coverage for a period of personal travel (either before or after their CUNY program): http://www.culturalinsurance.com/students/ . Additionally, extra month coverage may be purchased via the myCISI Participant Portal.