APPLICATION STUDIO CHECK LIST

Student Name: ___________________________ Class Yr: __________

EMPLID: ___________________ College: __________________________

Major: ________________ Minor: ____________________________

GENERAL REQUIREMENTS:
You must meet the following eligibility criteria in order to submit an Opportunities Fund application.

- In Good academic standing
- FAFSA/TAP on file and fully processed for the current academic year
- No outstanding receipts
- Completed and passed the Opportunities Fund Online Quiz
- Clearly written Statement of Justification according to instructions on the Opportunities Fund Application
- Completed Opportunities Fund Application (Please save a copy for your records)
- Funds requested do not exceed annual limits (per year and per program)
- Seniors must have completed 30 hours of Community Service by the first day of classes of their senior year.

APPLICATION DOCUMENTATION:

- Advance Request:
  - Attach a program flyer/brochure that provides a detailed description of the conference, including the cost.
  - Travel and Living Expenses: Submit quotes/advertisements for all items being requested.
  - For contributing authors and presenters, please attach the abstract, summary or actual paper that you will be presenting.
  - Attach a copy of the appropriate travel waiver (see Travel Waivers listed below)

- Reimbursement Request:
  - Attach a program flyer/brochure that provides a detailed description of the conference, including the cost.
  - Travel and Living Expenses: Submit receipts for all items being requested.
  - For contributing authors and presenters, please attach the abstract, summary or actual paper that you will be presenting.
  - Attach a copy of the appropriate travel waiver (see Travel Waivers listed below). The appropriate travel waiver must be submitted to your Macaulay Advisor before beginning the activity.

- Health Insurance: I am aware that I must purchase health insurance through Cultural Insurance Services International (CISI) prior to attending international conferences. Do not purchase health insurance until your application has been approved by the Opportunities Fund Committee. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider.

- TRAVEL WAIVERS
  - 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.

IMPORTANT INFORMATION:

- You must submit receipts no later than the last day of classes in the semester in which approval was received (with the exception of Study Abroad receipts). If your receipts are not submitted by the documentation deadline a registration stop will be placed on your record.
- All Opportunities Fund application decisions are final.
- Seniors in their last semester can only apply for a reimbursement (no advances).
- Opportunities Fund funds cannot be applied toward expenses incurred after the student’s last semester of attendance.
- Students who have graduated cannot submit Opportunities Fund Applications.
- Opportunities Fund funds can only be used for items that were approved. If the funds will not be used as appropriated, you must contact your advisor and the Assoc Director of Scholarships and Grants immediately.

I HAVE READ AND UNDERSTAND THE STATEMENTS ABOVE.

Signature: ___________________________ Date: ________________
OPPORTUNITIES FUND APPLICATION
Academic Conference

Section 1: Student Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>College</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EMPLID | Telephone Number | Email Address |
|--------|------------------|---------------|

Section 2: Emergency Information (International Travel ONLY)

In case of an emergency abroad, CUNY requires Macaulay to collect your citizenship/passport information to be able to locate and assist you in a timely manner.

Please provide this information if it is available at the time you apply. If unavailable, you will be contacted by Macaulay prior to your travel to provide the information listed below. **Supply information as it is listed on your passport.**

Country of Citizenship: __________________________________________________________

Country of Citizenship 2 (Dual Citizenship): ______________________________________

Passport #: __________________________________________________________

Country that Issued Passport: ____________________________________________________

Date of Birth (e.g. 07/01/1994): ________________________________________________

Sex (circle one): Male           Female

**Emergency Contact Information**

Emergency Contact Name: _________________________________________________________

Emergency Contact Relationship (e.g. mother, father, friend) _________________________

Emergency Contact Phone #: _____________________________________________________

Emergency Contact Email: ________________________________________________________
Section 3: Required Documentation

*PLEASE NOTE THAT 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.

All conference funding requests must include the following items:
- Official conference invitation letter, flyer, or brochure.
- For advances, attach advertisements or internet print-outs demonstrating the cost of each request, such as airfare, hotel, conference fee, meals, etc.
- For reimbursements, attach original receipts for all requests, such as airfare, hotel, conference fee, meals, etc.
- For conference participants, please attach the abstract, summary or actual paper that you will be presenting.

Section 4: Conference Definition and Statement of Justification

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.

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.

Note: Please include your name, campus, class and page number on each page of your statement.
Section 5: Budget

An official advertised budget (e.g. conference program information) must be attached to your application. Complete the budget breakdown below. This form is designed to give you a better sense of the out-of-pocket costs you may incur for this experience. Please note that the amount budgeted is not always the amount approved.

**Note**: You may only request funding for the categories listed below.

**BUDGET BREAKDOWN:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fees</td>
<td>$_____</td>
</tr>
<tr>
<td>Housing</td>
<td>$_____</td>
</tr>
<tr>
<td>Airfare</td>
<td>$_____</td>
</tr>
<tr>
<td>Flight costs not included in the program fee are calculated using advertised program dates. Expenses for travel dates substantially longer than advertised program dates will be your responsibility.</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$_____</td>
</tr>
<tr>
<td>Meals not included in the program fee should be calculated using the following per diems:</td>
<td></td>
</tr>
<tr>
<td>— Europe: $15 a meal, $45 per day</td>
<td></td>
</tr>
<tr>
<td>— US and other countries: $10 per meal, $30 per day</td>
<td></td>
</tr>
</tbody>
</table>

For the items listed below, you must include documentation of the cost AND submit receipts with your study abroad receipts as proof of payment.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required class trips</td>
<td>$_____</td>
</tr>
<tr>
<td>Optional class trips will not be funded.</td>
<td></td>
</tr>
<tr>
<td>CISI (CUNY required health/travel insurance)</td>
<td>$_____</td>
</tr>
<tr>
<td>Other Health Insurance</td>
<td>$_____</td>
</tr>
<tr>
<td>Ground Transportation (to and from airport)</td>
<td>$_____</td>
</tr>
<tr>
<td>Required Travel Documents (e.g. Visa/Passport)</td>
<td>$_____</td>
</tr>
</tbody>
</table>

**TOTAL REQUEST**: $________
Section 6: College Approval

This form must be submitted to the local campus director/advisor for approval. The local Macaulay Honors College office will forward the application to the Opportunities Fund Review Committee for review.

**Local Campus Macaulay Honors Director/Advisor approval:**

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Date</th>
<th>Approved amount</th>
</tr>
</thead>
</table>

Signature______________________________________

Denied □

Comments: