APPLICATION STUDENT 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:

☐ You must attach a letter from your mentor/professor supporting your request.
☐ Advances: Attach a description and quote for each item being requested.
  - ☐ Health Insurance: I am aware that I must purchase CISI health insurance prior to traveling internationally. **Do not** purchase health insurance until your application has been approved by the Opportunities Fund Committee. Prior to departure, students must purchase health/travel insurance through Cultural Insurance Services International (CISI). This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider.
  - ☐ Advances:
    - 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.

☐ Reimbursements:
  - Attach a description for each item being requested.
  - Submit receipts (i.e. Airfare itinerary, housing receipts copies of the cancelled checks or money orders) for all items approved for funding.
  - 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.

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: _____________________________
**APPLICATION**  
Honors Project Experiences

<table>
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<tr>
<th>Section 1: Student Information</th>
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<td>First Name</td>
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<th>Section 2: Emergency Information (International Travel ONLY)</th>
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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: Statement of Justification and Required Documentation

STATEMENT OF JUSTIFICATION
Attach a typed statement of justification for each item you are requesting and include the following:

- Provide a detailed description of your request.
- 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?

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

Section 4: Budget

- List each item you are requesting funding for in the box below.
- Attach advertisements or internet print-outs demonstrating the cost of each item.
  * Advance Requests – Receipts must be submitted no later than the last day of classes in the semester in which approval was received.
  * Reimbursement Requests – Receipts must be submitted with the application for reimbursement.
    For purchases made over the internet, you must submit the invoice or receipt provided on-line after “check-out”.

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<thead>
<tr>
<th>Item/Program</th>
<th>Price Per Item/Program</th>
<th>Advance or Reimbursement</th>
<th>Advisor Approval (initials)</th>
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*NOTE: it is possible to have some items from your request approved and other items denied

Total amount requested: $_________________
Section 5: 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 Committee for review.

Local Campus Macaulay Honors Director/Advisor approval:

__________________________________  ___________________  ___________________
Print Name  Date  Approved amount

Signature______________________________________

Comments:

For Office Use Only

Status:  AY/Term
Date:  Class
Approved Amount:  Type (A/R)
Comments/Information Requested:  Denied  □