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:

☐ 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).
☐ 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 with your application if requesting funding for study away taking place outside the 5 boroughs of New York City but within the 50 states of the United States.
☐ Health Insurance: I am aware that I must purchase CISI health insurance prior to attending the program. Do not purchase health insurance until your application has been approved by the Opportunities Fund Committee.
  - CUNY Sponsored Study Abroad Programs: Students must purchase insurance through Cultural Insurance Services International (CISI). Please consult with the CUNY sponsoring Study Abroad Office for enrollment instructions.
  - Non-CUNY sponsored Study Abroad Programs: 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.

☐ 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.

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: _____________________________
## Section 1: Student Information

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## Section 2: Program Information

Sponsor/Host College: ____________________________________________

Name of International Institution: ____________________________________

City, Country: ____________________________________________

Length of stay: _____months  _____weeks  _____days

Dates: From ___/___/____ to ___/___/____

Number of classes/credits: _____classes  _____credits

Number of classes/credits accepted by your home college: _____classes  _____credits

**NOTE: THIS APPLICATION CAN ONLY BE USED TO REQUEST OPPORTUNITIES FUND FUNDING. A SEPARATE STUDY ABROAD APPLICATION MUST BE FILED WITH THE HOST COLLEGE.**

## Section 3: Emergency Information (Study Abroad 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: _______________________________________________________

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**Section 4: Definition & Statement of Justification**

**DEFINITION:** Any arrangement by which a student is enabled to complete part of his/her college program in another country.

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

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?

2) 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

Please initial here to agree that you will complete one of the projects above: _____
Section 5: BUDGET (See Budget TIPS on Next Page)

An official advertised budget (i.e. program flyer) must be attached to your application. Attach quotes demonstrating the cost of each item listed 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.

**BUDGET BREAKDOWN:**

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

**Program Fees** ................................................................. $_______

If your program groups **tuition**, housing, airfare, meals and other related expenses into a single program fee, write that amount here.

**Note:**
Basic CUNY tuition is covered through the Macaulay Tuition Scholarship for many CUNY sponsored programs rather than through the Opportunities fund, according to the Macaulay tuition policy (see Macaulay website for details) relevant to the study abroad term of participation.

As a rule, Macaulay will cover some tuition costs for non-CUNY sponsored programs. For complete details, please contact the Associate Director of Scholarships and Grants.

When budgeting deduct tuition costs from the program fees.

**Housing** ........................................................................ $_______

**Airfare** ......................................................................... $_______

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.

**Meals** ........................................................................... $_______

Meals not included in the program fee should be calculated using the following per diems:
- Europe: $15 a meal, $45 per day
- US and other countries: $10 per meal, $30 per day

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

**Required class trips** ....................................................... $_______

Optional class trips will not be funded.

**CISI (CUNY required health/travel insurance)** ................. $_______

**Other Health Insurance** ................................................ $_______

**Ground Transportation (to and from airport)** .................. $_______

**Required Travel Documents (e.g. Visa/Passport)** ............. $_______

**Required Vaccinations** .................................................. $_______

**TOTAL REQUEST:** $_______
Section 6: Budget Sheet Tips

- **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.
- **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.

Section 7: Post-Study Abroad Documentation

The following documentation must be submitted by the first day of classes of the semester following participation in the study abroad program:

- 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.

Section 8: 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:**

__________________________  ______________________  ________________
Print Name                Date                       Approved amount

__________________________
Signature

Comments (Add additional page if needed):