# Internship/Research/Fieldwork Checklist

These are the items needed for submission of a complete Opportunities Fund Application (not currently accepting abroad requests)

## You must meet the eligibility criteria before submitting an Opportunities Fund application:

- Enrolled during the fall/spring semester that you are submitting this application
- FAFSA/TAP & verification completed and on file with your campus for the current year
- No prior Opportunities Funds grant usage
- Obtained 80 or higher on the Opportunities Fund Quiz
- Completed 30 hours of Community Service by the first day of classes of senior year

## Gather the following documents to upload into your Opportunities Fund Application:

- Clearly written Statement of Justification in accordance with application instructions
- Completed Learning Agreement Form
- Completed Evaluation Form via CareerPath (if requesting a reimbursement)

## For in-person activities, also gather and upload the following documents:

*Per CUNY Travel Guidelines, nonessential domestic travel, defined as out-of-state, interstate, and travel within New York City’s five boroughs, is suspended until further notice. At this time, students are advised to secure virtual community service, internship and research opportunities.*

### For domestic internships and research that cannot be conducted remotely, students may petition to request an exception to the domestic travel guidelines:

- **Within New York State**
  - Submit the Internship Learning Agreement Form (ILA) in CareerPath prior to beginning the activity and travel to the worksite. Documentation of COVID-19 risk mitigation protocols from the employer will need to be uploaded to the Internship Learning Agreement. AND **CUNY Travel Waiver** if activity is outside NYC.

- **Out-of-State**
  - Complete the ILA on Career Path as described above AND submit the **Petition for Domestic Travel Under COVID-19** form to your home campus Provost. Petitions must be received and approved prior to beginning the activity and travel to the worksite.

- Travel and Living Expenses (if paid/credit bearing activity):
  - Submit quotes for each item being requested

## Additional requirements for activities outside of NYC:

1. If required, submit the original travel waiver to your advisor. Otherwise, keep the original copy for your records. Travel waiver must be completed in its entirety.

Notes: All documents must be clear and captured in full context. Conversion rates must be included for documents with foreign currency. **Incomplete applications will not be submitted to the Opportunities Fund Committee. No Exceptions.**

I have read and understand the statements above. I understand that if I do not meet the eligibility requirements listed above and/or submit an incomplete application, my application will be denied.

Signature: ____________________________  Date: __________________________