

## INTERNSHIP/RESEACH/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: \_\_\_\_\_