INTERNERSHIP/RESEARCH/FIELDWORK CHECKLIST

These are the items needed for submission of a complete Opportunities Fund Application

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 activities outside of NYC, also gather and upload the following documents:

Travel to in-person internships outside NYC is strictly prohibited at this time. If you reside near an internship outside NYC, and can travel and participate safely, then an appeal to waive the travel restrictions can be made through the CUNY Travel Warning Waiver Petition process which requires students first petition the home campus provost for approval, with a second level of approval required at CUNY Central. However, because approval is not guaranteed, we recommend students outside NYC try instead to secure a remote internship, if possible. Please consult your Macaulay Advisor if you are considering this option. Due to COVID 19, these policies are subject to change.

☐ Appropriate travel waiver: CUNY Travel Waiver for Abroad or CUNY Travel Waiver for Away along with the CUNY Acknowledgement and Consent Regarding Data Protection (if travelling to a country in the European Union)
☐ Travel and Living Expenses (if paid/credit bearing activity): Submit quotes (and receipts if requesting a reimbursement) for each item being requested

Additional requirements for activities outside of NYC:

1. If required, submit the original travel waiver to your home campus Study Abroad Office. Otherwise, keep the original copy for your records. Travel waiver must be completed in its entirety.
2. For international activities: 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.
3. For international activities: Complete CUNY-GO Travel Registration once CISI is purchased.

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: __________________________