

# MACAULAY HONORS COLLEGE

## STUDY ABROAD/AWAY APPLICATION 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
- Official brochure/flyer with the course/program description and budget breakdown
- Course\* syllabus or proof of correspondence that you attempted to obtain a syllabus

\*You must get department approval (i.e., Permit) that indicates credits will transfer to your home college.

For CUNY programs, please submit permit information as directed by CUNY host program study abroad office.

For NON-CUNY Program attendees, **also** gather and upload the following documents:

- Permit indicating that credit(s) will transfer to your home college (department approval)
- 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)

### 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. For independent (non-CUNY) activities, students must complete and submit the Notification of Intent/Petition to Travel to their home campus: **Travel during the pandemic (domestic and international)**.

**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: \_\_\_\_\_