

## STUDY ABROAD/AWAY APPLICATION CHECKLIST

These are the items needed for submitting a complete Opportunities Fund Application.

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

- ☐ Enrolled during the semester that you are submitting this application
- ☐ Completed FAFSA/TAP (and verification, if selected) on file at home 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 senior year classes

**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 attempting to obtain a syllabus

\*Department approval (i.e., permit) that indicates credits will transfer to your home college is required.

For CUNY programs, please submit permit information as directed by the 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 Away** or **CUNY Travel Waiver for Abroad** and the **CUNY Acknowledgement and Consent Regarding Data Protection** (if traveling to a European Union country). If required, submit the original travel waiver to the home campus Study Abroad Office. Otherwise, keep the original copy for your records. Waivers must be completed in their entirety.

### **Additional requirements for international non-CUNY activities:**

- Prior to departure travel insurance is required. Please check with your Study Abroad Office for more details.
- Students traveling abroad may need to complete additional documentation outlined in CUNY's guidelines: **Health and Safety While Traveling**.

### **Other notes:**

- 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: \_\_\_\_\_