



## **Individual International Travel Application Checklist Form**

### **Student Travel Committee**

**Student Activities Association, Inc.**

The Individual International Travel Application Checklist Form serves as an overview of forms that are required for submission. The maximum allocation for individual students interested in attending an event is \$1,500. Students are required to have their international travel verified by the Office of International Studies & Programs. Please contact Kenneth Yanes, Deputy Director at [kyanes@jjay.cuny.edu](mailto:kyanes@jjay.cuny.edu) or call 212-484-1339 before submitting an application.

- Individual Trip Form**
- Purpose of Travel**  
The description must include the concept or purpose of the event/activity, and how it relates to your career goals/course of study.
- Schedule of the Activity/Itinerary**  
Student must provide a schedule related to their activity (i.e. conference schedule or program schedule)
- Quote(s) for Registration Cost, Transportation Cost, & Hotel Cost**  
No purchase necessary. Supporting documentation for cost must come directly from company (i.e. jet blue website, Amtrak website, conference website, hotel website & etc.).
- Copy of a valid passport and School ID with valid semester sticker**
- Unofficial Transcript/ Official Transcript**  
Students must submit a copy of their unofficial transcript. All first semester students are required to submit an official transcript from their previous institution.
- Individual Presentation Agreement Form**  
The Student Travel presentation requirement is a mandatory two part process. The first part requires the creation of a photo PowerPoint presentation with at least 10 slides and the second part requires posting four pictures or one 15 second video to social media.
- Faculty or Staff Recommendation Letter**  
A faculty, or staff member, must submit a letter of recommendation.
- Commitment Letter**





## Travel Activity Criteria

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The *Purpose of Travel* section within the individual and group application must include the concept or purpose of the event/activity, and how it relates to the individual or group career goals/course of study. The student Travel Committee will rate applicants on the following...

Total Rating Points	Travel Activity Criteria		
	Format and Structure	Reasoning	Goals
9-10	<ul style="list-style-type: none"> <li>• Purpose statement is well-organized, clear and concise</li> <li>• No grammatical errors</li> <li>• Typed</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly expresses the significance of activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Activity has a direct relation to the applicant's academic/professional goals.</li> </ul>
7-8	<ul style="list-style-type: none"> <li>• Purpose statement is organized, clear and concise</li> <li>• Few grammatical errors</li> <li>• Typed</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly expresses the significance of activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Activity has a direct relation to the applicant's academic/professional goals.</li> </ul>
5-6	<ul style="list-style-type: none"> <li>• Purpose statement is organized, clear and concise</li> <li>• Few grammatical errors</li> <li>• Hand written</li> </ul>	<ul style="list-style-type: none"> <li>• Provides some explanation of activity significance.</li> </ul>	<ul style="list-style-type: none"> <li>• Activity has little relation to the applicant's academic/professional goals.</li> </ul>
3-4	<ul style="list-style-type: none"> <li>• Somewhat organized, repetitive and displays little clarity in the purpose statement.</li> <li>• Few grammatical errors</li> <li>• Hand written</li> </ul>	<ul style="list-style-type: none"> <li>• Provides some explanation of activity significance.</li> </ul>	<ul style="list-style-type: none"> <li>• Activity has little relation to the applicant's academic/professional goals.</li> </ul>
1-2	<ul style="list-style-type: none"> <li>• Poorly organized, not clear, and repetitive purpose statement.</li> <li>• Numerous grammatical errors</li> <li>• Hand written</li> </ul>	<ul style="list-style-type: none"> <li>• Does not explain the significance of the proposed activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Activity has no connection to the applicant's academic/professional goals.</li> </ul>



## Purpose of Travel

TO: Student Travel Committee (STC)  
FROM: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SUBJECT: \_\_\_\_\_

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### **Description of Activity**

The description must include the concept or purpose of the event/activity, and how it relates to your career goals/course of study. Please read travel activity criteria before completing this section.

**\*\*\*For more space please attach additional paper.**



**Faculty or Staff Recommendation Letter**  
 Student Travel Committee  
 Student Activities Association, Inc.

I, \_\_\_\_\_, support the following student or students  
 \_\_\_\_\_  
 to attend the following event \_\_\_\_\_  
 on the date(s) of \_\_\_\_\_ in \_\_\_\_\_ (city/state).

How long have you known the applicant? (Years/Months)

What is your overall opinion of the applicant’s qualifications?

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\_\_\_\_\_  
 Faculty/Staff Print Name Date

\_\_\_\_\_  
 Faculty/Staff Sign Name Date

\_\_\_\_\_  
 Department Name / Extension

\_\_\_\_\_  
 Email Address

By signing this form, you are indicating that you know this student and believe that assisting this student with a travel opportunity would be beneficial to their John Jay College experience. This form does not hold you responsible for any claims, damages, or liability arising from or related to the trip activity of this student.



**Commitment Letter**  
**Student Travel Committee**  
**Student Activities Association**

I, \_\_\_\_\_, acknowledge that if I'm approved for funding by the Student Travel Committee. I understand that I am responsible for paying the remaining amount of the event, if the total cost of the event exceeds the approved amount by the Student Travel Committee. If I am unable to pay for the remaining balance, I will notify the Student Travel Coordinator prior to reservations being made by the Student Travel Coordinator for the approved amount. Any cancellations, after booking, may result in me being responsible for all booking fees and I must reimburse the Student Activities Association, Inc.

\_\_\_\_\_  
Signature Student Name

\_\_\_\_\_  
Date



# Individual Presentation Agreement Form

## Student Travel Committee

### Student Activities Association, Inc.

The Student Travel presentation requirement is a **mandatory two part process**. The first part requires the creation of a photo PowerPoint presentation with at least 10 slides and the second part requires posting four pictures or one 15 second video to social media.

**PART 1: Photo PowerPoint Presentation Details (Mandatory)**

- Presentation must be submitted within two weeks after attending the event.
- Presentation must capture students overall event experience.
- Presentation includes at least 10 slides with captions (voice over optional)
- Presentation must be emailed to [studenttravel@jjay.cuny.edu](mailto:studenttravel@jjay.cuny.edu) with the subject line containing your first and last name and the phrase “Travel Presentation” (ex. Joe Smith Travel Presentation).

**PART 2: Social Media Post Details (Mandatory)**

1. Please select the social media that will be utilized.

- Facebook - [jjay.stc](#)
- Instagram - [@jjaystc](#)
- Twitter - [@jjaystc](#)

2. Please choose a picture or video presentation option for the student travel social media.

<input type="checkbox"/> <b>Picture Post Option</b> - Four pictures required	<input type="checkbox"/> <b>Video Post Option</b> - One 15-second video required
<ul style="list-style-type: none"> <li>• Each picture must utilize the add location function</li> </ul>	<ul style="list-style-type: none"> <li>• The video captures the overall event experience</li> </ul>
<ul style="list-style-type: none"> <li>• Each picture must use hashtag #jjaystc</li> </ul>	<ul style="list-style-type: none"> <li>• The video must use hashtag #jjaystc</li> </ul>
<ul style="list-style-type: none"> <li>• Each picture must tag student travel</li> </ul>	<ul style="list-style-type: none"> <li>• The video must tag student travel</li> </ul>

I acknowledge that I must submit a photo PowerPoint presentation within two weeks of my return from the event attended and post pictures or video to social media. If I do not provide the presentation within two weeks of my return, I am responsible for reimbursing the Student Activities Association, Inc. for the full amount approved by the student travel committee. If the funds are not reimbursed, the Student Activities Association, Inc. has the authority to place a stop on my records.

I hereby grant The City University of New York (CUNY) permission to use my name, the name of the educational program in which I am enrolled, and my photograph for any purpose that CUNY may deem appropriate, including without limitation educational uses and promotion of CUNY and its programs and activities, in perpetuity in in-house publications as well as in all other media, whether now known or later developed. I waive any right to inspect and approve such use.



I agree to hold harmless The City University of New York from any liability that may arise from such use of my name, graduate program and/or likeness.

I am at least 18 years old.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Student Name

\_\_\_\_\_  
Date