



# Study Abroad Application Checklist Form

## Student Travel Committee

### Student Activities Association, Inc.

The Study Abroad Application Checklist Form serves as an overview of forms that are required for submission. Study abroad students applying for funding can receive a maximum allocation of **\$1,500 for transportation cost only**. Students are required to have their international travel verified by the Office of International Studies & Programs at John Jay College. Please contact Daniel Braslavsky, Study Abroad Coordinator [dbraslavsky@jjay.cuny.edu](mailto:dbraslavsky@jjay.cuny.edu) or call 212-887-6105 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.

##### **Plane Ticket Cost**

No purchase necessary. Supporting documentation for cost must come directly from company (i.e. jet blue website, delta website & etc.).

#### **Study Abroad Acceptance Letter**

#### **Syllabus**

##### **Faculty or Staff Recommendation Letter**

A faculty, or staff member, must submit a letter of recommendation.

##### **Commitment Letter**

#### **Copy of passport and School ID with valid semester sticker**

##### **Unofficial Transcript**

Students must submit a copy of their unofficial transcript. All first semester students are required to submit an unofficial transcript from their previous institution.

##### **Individual Presentation Agreement Form**

The Student Travel presentation requirement is a photo PowerPoint presentation with at least 10 slides.

##### **Proof of Travel**

Physical boarding passes, copy of confirmed itinerary, and a copy of the bank statement with the flight transaction must be submitted upon return from trip. Proof of travel documentation can be submitted separately from the application.



## Individual Trip Form

### Student Travel Committee

#### Personal Information

Name: \_\_\_\_\_ GPA: \_\_\_\_\_  
Credits Completed: \_\_\_\_\_ Undergraduate/Graduate: \_\_\_\_\_  
Major: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Emergency Information

Emergency Contact: \_\_\_\_\_  
Last Name First Name  
Relationship: \_\_\_\_\_  
Emergency Home Number: \_\_\_\_\_ Emergency Cell Number: \_\_\_\_\_

#### Event Details

Date(s) of Activity: \_\_\_\_\_ Destination of Activity: \_\_\_\_\_  
Name of Activity: \_\_\_\_\_  
Are you traveling with staff or faculty? Yes  No  Trip Chaperone Name: \_\_\_\_\_  
Trip Chaperone Email: \_\_\_\_\_ Trip Chaperone Phone: \_\_\_\_\_

#### Transportation Details

Mode of Transportation: \_\_\_\_\_ Name of Company: \_\_\_\_\_

#### Hotel Details

Name of Hotel: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Total Amount Requesting: \$** \_\_\_\_\_

**Official Use**

Approved Amount \$ \_\_\_\_\_

**Reason Not Approved:**



## Travel Activity Criteria

### Student Travel Committee

Student Activities Association, Inc.

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. The following requirements must be met:

**PowerPoint Presentation Details**

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

I acknowledge that I must submit a PowerPoint presentation within two weeks of my return from the planned date of activity. 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, degree, certificate program and/or likeness.

I am at least 18 years old.

\_\_\_\_\_

Print First & Last Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date