

Carnegie Mellon University

DIETRICH COLLEGE TRAVEL (NON-STUDY) ABROAD FUNDING APPLICATION¹: INDIVIDUAL

Use this application if you are applying for **individual** support for a travel (non-study²) abroad program **OR** if you are applying for **individual** international travel support for a CMU academic course that has a travel abroad component.

Student name: _____ Andrew id: _____ Date: _____

I. Eligibility

Eligibility for Dietrich College Travel Abroad (individual) funding extends to undergraduates:

- whose home college is Dietrich College, SHS students with a Dietrich College primary major, and BHA students
- who are in good academic standing
- who are not on a leave of absence (both at the time of application, and during the proposed travel abroad period)
- whose proposed time frame for travel abroad:
 - would not occur during their first CMU semester
 - would not occur after graduating

II. Selection criteria

Selection for Dietrich College Travel Abroad funding is based on the following criteria:

- Quality, reputation and educational potential of the proposed travel abroad program
- Thoroughness, thoughtfulness and overall quality of the travel abroad funding application
- Strength of the recommendation letter
- Financial need (as reflected in the university's financial aid award analysis)
- Aggressive pursuit of other funding sources³

¹ Revised February 28, 2020

² "Non-study" refers to a program or opportunity abroad involving no academic courses or academic credit.

³ Applicants are expected to pursue all other sources of potential funding available through the proposed program, as well as available through Carnegie Mellon University and appropriate external sources.

Priority for travel abroad funding is given to:

- sophomores and juniors
- students who have not previously had a study or travel opportunity abroad experience
- students who have not received CMU or Dietrich support for experiential learning abroad

III. Presentation options

Students receiving Dietrich College travel abroad funding are required to develop and implement a plan for sharing their study abroad experience with the wider CMU and Dietrich College communities. There are several options for fulfilling this presentation requirement, including:

- a one- to two-page report and presentation about the travel abroad experience
- sharing the travel abroad experience as it unfolds using Twitter, a blog, video clips, etc., with updates that would be posted on the College’s website
- a poster presentation on Saturday of Family Weekend (in October), as part of the annual Dietrich College Undergraduate Colloquium

IV. Application time line

Applications are “rolling” (i.e., can be submitted at any time), while also governed by the following application deadlines:

Funding for	Application deadline
Fall semester	April 1
Spring Semester	November 1
Winter Break	November 1
Spring Break	February 1
Summer	April 1

Only complete applications, submitted by the respective deadline, will be considered.

V. Student Information

Name: _____ Andrew id: _____

U.S. Citizen? ___ Yes ___ No If "no," citizenship: _____

Email address: _____ Phone Number: _____

Local address: _____

Permanent address: _____

Primary Major: _____ Additional major(s): _____

Minor(s): _____ Expected graduation date (semester/year): _____

Previous study or travel abroad experience: When and where? _____

Have you received financial support previously from Carnegie Mellon University for study or travel abroad?

YES NO

If "yes," please provide details about when this support was provided, how much support you received, and where you studied or travelled abroad with this support:

When submitting this application, please include a copy of your resume.

VI. Program Information

Program title: _____

Program web site: _____

Location of Program Abroad:

City: _____

Country: _____

Program provider: _____

Begin/end dates of the program: Begin date: _____ End date: _____

Name and describe any additional steps or documentation that the program sponsor requires (e.g., a background check, security clearances, travel insurance, visa requirements, etc.):

NOTE: If your program offer letter does not include all of this information, request a written supplement from the person who signed the offer letter that furnishes any missing information.

Is this travel abroad part of a CMU academic course? If yes, please include with your application a description of the course, the role that this travel abroad plays in the course, and the name and contact information (email addresses and phone numbers) of the faculty/staff members who will be part of the trip.

To qualify for Dietrich College travel funding, you must have been accepted by the program for which you are seeking financial support. Please submit as part of this application a copy of the communique (letter or e-mail) accepting you for the program, and indicate the date by which you must either accept or decline the offer of acceptance: _____

If at the same time you accept the offer you must also submit a deposit, see section X, page 7, of this application where we request deposit amount and deadline information.

VII. Essay⁴

Write a short essay (at least one page) in response to the following prompt:

Describe why you chose your intended program abroad, what you expect to learn (i.e., “learning objectives”) from this experience abroad, and how that learning will add to and complement your overall curricular and/or metacurricular education at Carnegie Mellon. In addition, describe how you will share your experience with the rest of the Dietrich and CMU communities.

Your essay should be at least one page, and no more than two pages, double-spaced.

VIII. Letter of Recommendation⁵

As part of your application for travel abroad support, we require a letter of recommendation. This letter should be no more than 1-2 pages, double-spaced. This can come from an academic advisor, a CMU student organization advisor, a member of the faculty, assistant or associate dean, or someone else in a strong position to write an informed letter on your behalf that:

- Confirms that you have met and discussed the proposed program
- Comments on the potential educational value of the proposed program⁶
- Comments on your suitability for the program (i.e., will you be a positive and productive participant, and represent the university well?)

This letter is to be submitted separately through the Dietrich College Dean’s Office Andrew email account (dietrichdean@andrew.cmu.edu).

IX. Study Abroad Advisor Endorsement

As part of this application process, you must meet with an OIE Study Abroad Advisor⁷ to discuss your travel abroad program learning objectives, to discuss the suitability of the proposed program for your learning objectives, to confirm that the program’s location does not call for travel in locations where the U.S. State Department has a Level 3 or Level 4 [Travel Advisory](#) in

⁴ If you are applying for support from another funding source (e.g., the Tartans Abroad program) that also requires a similar essay, you may use that essay for this application as well.

⁵ If you are applying for support from another funding source (e.g., the Tartans Abroad program) that also requires a similar letter, that letter may be used for this application as well. Please ask your recommender to submit the letter through the Dietrich College Dean’s Office Andrew email account (dietrichdean@andrew.cmu.edu).

⁶ This commentary could usefully link with your learning objectives expressed in your application essay.

⁷ A listing of OIE Study Abroad Advisors is available at www.cmu.edu/studyabroad/contact.

effect, to assist you in compiling projected costs, and to identify other funding sources⁸ for which you are or might be eligible to support you in this travel abroad program. Your study abroad advisor must confirm this meeting by completing, signing and dating the section of this application appearing on the next page.

Other Potential Sources of Financial Support⁹:

Check if the student is eligible	Award/Scholarship Programs	Notes
	Global Engagement Scholarship (CMU program)	
	ISURG (International Small Undergraduate Research Grant) (CMU program) to support research abroad.	
	The Jennings Family Brave Companion Fund (CMU program) to travel to a developing country during the summer.	
	Tartans Abroad Scholarship - Individual Fund (CMU program)	
	Other (List and [in the "Notes" cell] describe each. Add rows, or attach an additional page, if needed.)	

I hereby confirm that I have met with this applicant to discuss the suitability of the proposed program for his or her travel abroad learning objectives, to assist in compiling projected costs, and to identify other funding sources that should also be pursued. I can also confirm that the program's location does not call for travel in locations where the U.S. State Department has a Level 3 or Level 4 [Travel Advisory](#) in effect.

Additional comments and/or suggestions: _____

 OIE Study Abroad Advisor name (printed) and Signature

 Date

X. Costs

- List and tally all costs associated with this program;
- List and tally all sources and amounts of financial support that you will receive for this program;
- Subtract the financial support amount from the total cost figure to arrive at a net cost figure for you for this program.

⁸ You are expected to seek support from all funding possible sources for your proposed travel abroad program. To the extent that you do, your chances for Dietrich College grant support are enhanced.

⁹ Most of these programs require separate applications. However, it is also possible that certain application components can be used for multiple applications. Check with your Study Abroad advisor for more details.

Costs

Cost item(s)	Amount	Notes
Program tuition / Organization fee		
Room		
Board		
Airfare (1 round trip)		
Visa		
Books/Supplies <i>(please specify details in the "Notes" column. Add rows or pages as needed.)</i>		
Other expenses. ¹⁰ <i>(Itemize & describe in "Notes" column. Add rows or pages as needed.)</i>		
TOTAL		

Financial Support (that has been confirmed)

Source(s) ¹¹ <i>(Itemize & describe in "Notes" column. Add rows as needed.)</i>	Amount	Notes
TOTAL		

Net Cost

	Amount	Notes
Total Cost		
(minus) Total financial support		
TOTAL NET COST		

¹⁰ For example, required travel insurance, additional travel, required vaccinations, etc.

¹¹ For example, CMU major department or program support; Tartans Abroad award; external organization support; etc.

Deposit required: \$ _____

Deposit due date¹²: _____

Other financial support. What other financial support have you applied for in connection with this program, and from which you are awaiting a reply? (Check all that apply. Attach additional pages if needed.)

Check if you've applied	Award/Scholarship Program	Expected Notification Date	Notes (including any information about tentative funding levels)
	Global Engagement Scholarship		
	ISURG (International Small Undergraduate Research Grant)		
	The Jennings Family Brave Companion Fund		
	Tartans Abroad - Individual Fund		
	Other (List and [in the "Notes" cell] describe each. Add rows, or attach an additional page, if needed.)		

XI. Financial aid information

Do you receive financial aid to attend Carnegie Mellon? Yes No

If "yes," please include a copy of your most recent financial aid analysis and award letter.

XII. Other financial factors

If you feel there are additional financial factors that the selection committee should take into account (e.g., recent family job loss, significant loss of family income, recent significant and unexpected expense, siblings in college, inability of family to provide assistance, etc.), please describe these in the space below (attach additional pages if needed):

¹² If a deposit has already been paid, indicate the dollar amount on the "Deposit required" line, and "Already paid" on the "Deposit due date" line.

XIII. Special points for consideration (optional)

Please describe below any additional relevant information about yourself, or personal hardships, that you feel that our committee should take into consideration. (Limit: 250 words; attach additional pages if needed)

XIV. Application checklist

Your application will not be considered “complete” until we have received all of the following “required” items:

To be compiled and submitted as one file:

- ✓ This application form
- ✓ Required essay
- ✓ A copy of your program acceptance communique (e.g., letter, e-mail, etc.)
- ✓ Resume
- ✓ Course description and related information¹³ (if the program is part of a CMU academic course)
- ✓ A copy of your most recent CMU financial aid analysis and award document (if you receive financial aid)

PLUS (to be submitted separately):

- ✓ Recommendation letter (to be submitted separately)

Again → Only complete applications, submitted by the respective deadline, will be considered.

Submit materials to dietrichdean@andrew.cmu.edu.

¹³ Course description, the role that this travel abroad plays in the course, and the name and contact information (email addresses and phone numbers) of the faculty/staff members who will be part of the trip.