

## TARTANS ABROAD SCHOLARSHIP – GROUP TRIP DETAILS & APPLICATION SHORT-TERM ORGANIZED INTERNATIONAL TRAVEL (STO-IT)

**Tartans Abroad GROUP Scholarships** are for recognized Carnegie Mellon **undergraduate** student groups to pursue short-term organized international travel (STOIT) during **academic break periods** including the summer, winter break, and spring break.

### Eligibility requirements for application and funding for the Tartans Abroad GROUP Scholarship:

- Funding will be available only for international group experiences during academic break periods including the summer, winter break and spring break.
- Group trips must be organized by a **recognized** Carnegie Mellon student organization or program with an Oracle String; therefore, short-term faculty-led programs are typically not considered under the Group Fund.
- A full roster (name, college, and year) of each student attending the group trip must be included in the application.
- The quality of the proposed project/experience abroad will influence award decisions and funds will not be awarded for independent, personal travel.
- Only complete applications will be considered. A complete application includes an application cover sheet, a complete trip roster, a detailed budget proposal (a template will be provided within the application), an essay, and one recommendation letter.
- ALL participants in the group trip must attend a Pre-Departure Orientation Session hosted by the Office of International Education and EACH individual student must complete ALL STO-IT pre-departure registration materials before departing campus. Scholarship funds will not be released until this requirement has been met.
- Applicants must demonstrate a commitment to sharing their overseas experience with the broader Carnegie Mellon community in a meaningful and educative manner. Each group that receives a Tartans Abroad Group Scholarship will be required to give a presentation (arranged in consultation with a study abroad advisor) shortly after their return to campus following the international experience.

### Preference will be given to groups/students who:

- have not previously had a study or travel abroad experience
- have not previously received a Tartans Abroad Scholarship

### To Note:

- OIE does not typically fund travel to countries where the US State Department has a [Travel Warning](#) in effect. In cases where the travel warning is location-specific within a country, the request will be reviewed by the University on a case by case basis.
- This cohesive Carnegie Mellon fund supports undergraduate student groups in pursuing short-term study abroad opportunities by streamlining the request and application process through the Office of International Education (OIE). Monetary support is provided by the Dean of Student Affairs, the Vice Provost for Education, Colleges, Academic Departments, and OIE.

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**Application Deadlines:**

Student GROUPS interested in applying for a Tartans Abroad Group Scholarship will need to complete the fillable PDF application and supporting documents and submit everything together **no later than 11:59 PM on the following schedule:**

**October 31st - Winter Break Travel**

**January 31st - Spring Break Travel**

**March 31st - Summer Break Travel**

Complete applications may be dropped off in person at the OIE front desk (no later than 5 PM on the dates above), or sent via email (no later than 11:59 PM on the dates above), to [goabroad@andrew.cmu.edu](mailto:goabroad@andrew.cmu.edu).

Office of International Education  
Carnegie Mellon University  
Cyert Hall Suite 101 – 5000 Forbes Avenue  
Pittsburgh, PA 15213

***Late applications will not be accepted for any reason and letters of recommendation must also be submitted no later than the deadlines above.*** Questions may be directed to the Office of International Education at 412.268.5231 or [goabroad@andrew.cmu.edu](mailto:goabroad@andrew.cmu.edu).

**(Please see the following three pages for the actual APPLICATION materials.)**

TARTANS ABROAD SCHOLARSHIP – GROUP TRIP APPLICATION  
SHORT-TERM ORGANIZED INTERNATIONAL TRAVEL (STO-IT)

**TARTANS ABROAD GROUP APPLICATION CHECKLIST:**

1. Application **Cover Sheet** (Page 1)
2. A fully completed **Trip Roster** (Page 2)
3. Please provide a **detailed budget proposal** including all anticipated funding sources using the template on Page 3.
4. Please address the following prompt in *at least* a 1-page **essay**:
  - Describe why your group chose your intended experience abroad, what you expect to learn from your opportunity abroad, and how that learning will add to and complement your overall curricular and/or metacurricular education at Carnegie Mellon. Please also describe how you anticipate establishing connections with the people and country in which you are staying and how you intend to engage with your host community.
5. Please provide **one recommendation letter** from a CMU **faculty member, advisor, student affairs representative, department head or college dean**. The recommendation letter should be placed in a sealed envelope and turned in WITH all other application materials or emailed directly to [goabroad@andrew.cmu.edu](mailto:goabroad@andrew.cmu.edu) by the deadline, to be matched with your application.

Organization Name/Department Affiliation: \_\_\_\_\_

Student Trip Leader/Contact Person(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ Andrew ID: \_\_\_\_\_

University Staff/Faculty Advisor: \_\_\_\_\_

Telephone: \_\_\_\_\_ CMU Email: \_\_\_\_\_

Organization/Department Oracle String: \_\_\_\_\_  
*(needed to transfer scholarship funds)*

Location of Proposed Experience Abroad (City & Country): \_\_\_\_\_

When will you be abroad? *(select one)*      Winter Break      Spring Break      Summer

Program Dates: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
*(also provide budget breakdown using attached template)*

Carnegie Mellon faculty/staff member(s) attending the trip: \_\_\_\_\_

Will you be working in conjunction with an outside program provider/on-site organization? \_\_\_\_\_

If yes, please provide contact information for program provider/on-site organization *(name, email, phone, web address)*:  
\_\_\_\_\_  
\_\_\_\_\_

List any visa requirements pertinent to this trip: \_\_\_\_\_  
\_\_\_\_\_

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TRIP ROSTER

	Name	Andrew ID	College	Major	Year	Been abroad previously? (Y/N)
1						
2						
3						
4						
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**BUDGET DETAILS**

	<b>Per Person</b>	<b>Total Cost</b>
Program Tuition/Organization Fee:	\$	\$
Room:	\$	\$
Board:	\$	\$
Airfare:	\$	\$
Visa ( <i>if cost is covered by group</i> ):	\$	\$
Books/Supplies ( <i>please specify</i> ):	\$	\$
Other fees ( <i>please specify</i> ):	\$	\$
Other fees ( <i>please specify</i> ):	\$	\$
Other fees ( <i>please specify</i> ):	\$	\$
<b>TOTAL:</b>	\$	\$

How does your group plan to finance the remaining cost of your program abroad? \_\_\_\_\_  
(we encourage you to explore other scholarship opportunities and fundraising efforts)

\_\_\_\_\_

\_\_\_\_\_

Is your group applying for other scholarships?    YES    NO

If yes, what scholarship(s) and anticipated award amount(s): \_\_\_\_\_

\_\_\_\_\_

What scholarship(s) have you already been awarded and in what amount(s)? \_\_\_\_\_

\_\_\_\_\_