



CIT STUDY ABROAD FUNDING APPLICATION

Students and alumni frequently report that their experiences abroad are the most enriching experiences of their lives. To make study and travel abroad possible for our students and student groups, the CIT Dean's Office awards travel stipends. These stipends are available to support a variety of abroad opportunities, at all times of year to meet the needs of our students. Experiences can take place during the academic year or over the summer, and can be short-term or span a semester or full academic year.

CIT funds can be used for a variety of educational purposes including tuition and fees, course related expenses such as required fees, books, supplies, and equipment, and other expenses related to the overseas experience. Work, volunteer, research, and special projects abroad will be considered for scholarships in addition to traditional experiences.

Awards are based on the following criteria:

- Quality of abroad project and complete nature of proposal
- Intention to make meaningful connections to the host country
- Strength of the recommendation letter

All students/groups receiving funding are required to share their experience with the greater CIT community. There are several ways this can be done. The best option for groups is to write a one-to-two page report and present their experience to an audience. Students can also share their abroad experience as it unfolds using twitter, a blog, video clips, etc. This method requires multiple updates while abroad and will be posted on the CIT Global page.

Complete applications should be submitted to the CIT Deans Office, Scaife Hall 110. The deadline for applications varies based on the intended time of travel:

Winter break/Spring semester: October 15nd
Fall semester: March 15th

Spring break: January 15st
Summer: March 1th

CIT students wishing to also be considered for Tartans Abroad funding should first apply through the CIT Dean's Office. Applications will then be forwarded to the Office of International Education for further consideration. Students should not apply to both programs separately. Tartans Abroad funding is not available for travel during the academic semesters.

Both individual and group applications must include the following:

- A detailed description of your intended experience abroad (including program specifics, anticipated courses, projects, work or research, and dates of experience).
- A description of how you will share your experience with the CMU community.
- A detailed budget proposal including all costs and anticipated funding sources.
- One sealed and signed recommendation letter from an academic advisor, faculty member, department head or college dean. The letter should be turned in with all other application materials.



CIT STUDY ABROAD FUNDING APPLICATION: GROUP

Group trips must be organized by a recognized CMU student organization or a university department or program. All participants in the group trip must complete the STO-IT forms <http://www.studentaffairs.cmu.edu/oie/sab/gettingstarted/stoit.html> and attend a STO-IT Pre-departure Orientation session led by the Office of International Education.

Organization Name/Department Affiliation:

Student Trip Leader/Contact Person:

Telephone and Email:

University Staff/Faculty Advisor:

Telephone/Email/Office Address:

Organization/Department Oracle String:

Location of Abroad Experience (city & country):

When will you be abroad? Winter Break Spring Break Summer Other

Program dates?

Total Cost (provide complete budget breakdown within attached proposal):

Is travel part of an academic course? If yes, which?

Will students receive university credit for abroad experience? If yes, how much?

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, with whom?

Contact information for program provider/on-site organization:

Visa Regulations pertinent to trip:

In addition to your application and the requirements listed on page one, please attach:

- Describe what you expect to learn from your opportunity abroad and how that learning will add to and complement your organization's/class' overall mission/purpose.
- 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.
- Attach a complete roster of students attending the group trip. Include name, college and class year of each student.