

**THE STUDY ABROAD
SCHOLARSHIP ASSOCIATION
TRAVEL GRANT APPLICATION**



The Study Abroad Scholarship Association Travel Grant (SASA) was created to encourage students to study abroad by alleviating some of the economic burdens associated with international study (i.e., airfare, lodging, meal plans, etc). Successful applicants must be currently enrolled Brooklyn College, College of Liberal Arts and Sciences (CLAS), matriculated, undergraduate students in good standing, who have earned a minimum of 3.0 GPA and meet the college's established procedures for scholarships to study abroad. SASA is a referendum organization funded through student activity fees and administered by the Brooklyn College Association/Central Depository. All student activity fee funds must conform to the CUNY Fiscal Accountability Guidelines set forth by the CUNY Board of Trustees.

Each year, up to 20 students (10 students in the spring and 10 students in the fall) will be awarded a SASA Travel Grant of \$1,200 each. Priority will be given to students who have completed a minimum of 50 documented service hours to either or both the college community or community at large. Students who have held positions on the executive board of a student-oriented organization at the time of application are especially urged to apply.

CLAS students who have been accepted into an accredited Study Abroad Program designed to expand their knowledge and awareness of the wider are encouraged to apply for the travel grant.

Applications will be reviewed by a selection committee appointed by the vice president of Student Affairs. The committee will consider such factors as: the appropriateness of the planned destination; how well students articulate their study abroad plans through their personal statements and statement of purpose; the applicant's preparedness to travel; and the feasibility of the study abroad follow-up project in which the grant recipient is expected to share his or her experience with fellow students.

The selection committee will consist of three faculty and/or staff members, recommended by the SASA advisory board, and two students: one student will be recommended by the SASA executive board and another recommended by the sitting CLAS president. Persons proposed for membership on the selection committee are subject to the approval of the vice president of Student Affairs. The committee is charged with the responsibility of selecting 10 student recipients in the fall semester and 10 student recipients in the spring semester for a total of 20 recipients each academic year. It is the intent of the SASA advisory board that the selection process be completed by mid-November in the fall semester and mid-April in the spring semester.

Application Deadline

Applications for the SASA Travel Grant may be obtained from the Study Abroad Office, the Office of Student Affairs, Central Depository, the Office of Scholarships, the Office of Governance Orientation and Leadership Development (GOLD) or the Financial Aid Office.



Applications for the winter semester must be submitted by the third Friday of October. Applications for the summer semester must be submitted by the third Friday in March.

Note: All recipients of the SASA grant for the 2010–2011 academic year will be selected in the spring semester of 2011.

About the Application

Applicants can request a SASA Travel Grant for any accredited study abroad program which will earn BC credit. Recipients may take courses or participate in programs offered by Brooklyn College; other CUNY colleges or other universities; programs affiliated with academically cultural or historical institutions; or organizations related to their study abroad agenda. The travel grants may not be used for travel to domestic conferences or professional meetings. All travel grant proposals must receive approval from the Study Abroad Office. All winners will receive their awards through the Office of the Bursar at Brooklyn College.

The application form requires a succinct personal statement and a statement of purpose which includes a proposal for a follow-up project. The follow-up project will allow students to share their experience with the Brooklyn College community upon their return. The statement of purpose must detail how the project will support the students' career aspirations and the reason for choosing the particular site and dates of study.

Note: The maximum length for each document is limited to one typed, single-spaced page with one-inch margins using Times New Roman 12 pt. font. Statements beyond the specified length will not be considered by the selection committee.

How to Apply

Students must complete the application form and attach the following documents to it:

Personal Statement: In this essay, applicants should explain both their personal interests and motivation. They should also describe any achievements or awards of significance.

Statement of Purpose: In this essay, the applicants must explain the purpose of their study abroad trip. The applicant's statement must clearly identify the host country and institution (where applicable), including any in-country support and supervision. Students must explain how the trip will enhance scholarly goals and describe the plans to cover travel expenses. This statement must clearly detail the proposed follow-up project. Briefly outline ideas that describe how you might report your travel experience to the student body. You may be asked to publicly describe your experience at future events. Awardees of the SASA Travel Grant must present their follow-up project at the college within three months of their return. The forum for this presentation may vary.



Expense Report: On a separate sheet of paper, you must submit a budget detailing how you plan to both raise and spend the funds needed for your trip. Attach the expense report to the statement of purpose. We strongly recommend that you retain all receipts and travel documents as evidence of your travel and expenditures.

Two Letters of Recommendations: Students must submit two letters of recommendation attesting to their character and intellectual skills. Both letters may be written by Brooklyn College faculty members or staff. At least one of the letters of recommendation must be written by a BC faculty or staff member.

Acceptance Letter: Students must present official documentation of admittance to the host institution/program. A legible photocopy is acceptable.

Brooklyn College Transcript: Students must submit a current Brooklyn College transcript. A legible student copy is acceptable.

Recipient Responsibilities

The SASA committee strongly recommends a visit to the office of the study abroad advisor before making your travel plans. Travel and housing arrangements are the responsibility of the grant recipient. Since the SASA Travel Grant was created to supplement study abroad expenses, it is advised that the applicant explore numerous avenues that will allow further reduction of study abroad costs. All applications will be reviewed by the Brooklyn College Office of International Education.

For questions regarding the SASA Travel Grant and to inquire about additional funding, please contact the Office of International Education, 3208 Boylan Hall, at 718.951.5771.



Study Abroad Scholarship Association Application Form

Students Name _____ Gender M ___ F ___
Last first MI

Address _____
Street City State

E-mail _____ Cell phone _____

Date of Birth _____ Place of Birth _____

Major/Minor _____

Total Credits Earned to Date _____ Current GPA _____

Program or other organizations you belong to _____

Relevant co curricular activities _____

Letters of Recommendation

Name _____ Faculty _____

Name _____ Faculty _____

Previous travel experience in or outside the United States _____

Please remember

All completed applications must be returned to the Study Abroad Office, room 3207 Boylan Hall, before or on the close of business on the stated due date and must include the following **seven items**:

- 1-A completed SASA Application form
- 2-A Personal Statement
- 3-A Statement of Purpose
- 4-An Expense report
- 5-Two letters of recommendation from Brooklyn College faculty or staff
- 6-An Acceptance letter from the host institution
- 7-A current Brooklyn College transcript

To the best of my knowledge, the information on this application is correct and complete

Applicant's signature _____ Date _____