

## **TARTANS ABROAD FUND- GROUP TRIP APPLICATION**

### **Short-term Experiences Abroad: STO-IT Fund**

This cohesive Carnegie Mellon fund supports *undergraduate* students in pursuing short-term organized international travel 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.

Students and alumni frequently report that their experiences abroad are the most enriching experiences of their lives. While living abroad will be the true barometer of what you will experience and learn, your learning will be richer if you think broadly before you go about the intellectual, cultural and social impact that study abroad may have on you academically, personally and professionally.

#### **Eligibility requirements for application and funding for the Tartans Abroad Fund for Group Trips:**

- Funding will be available only for study abroad experiences during academic break periods including the summer, winter break and spring break.
- Work abroad, volunteer abroad, research abroad, and special projects abroad will be considered for scholarships in addition to more traditional study abroad experiences.
- Group trips must be organized by a recognized Carnegie Mellon student organization or a university department or program.
- A full roster (listing name, college and year) of students attending the group trip must be included in the application
- The Tartans Abroad Fund may cover up to 1/3 of the total expenses of the trip.
- All participants in the group trip must complete the STO-IT forms <http://www.studentaffairs.cmu.edu/oie/sab/resourcesFaculty/faculty.html> and attend a STO-IT Pre-departure Orientation session led by the Office of International Education.
- Applicants must demonstrate a commitment to sharing their overseas experience with the broader Carnegie Mellon community in a meaningful and educative manner. Applications should include specifics on such proposed outreach. The final presentation format will be arranged in consultation with a study abroad advisor.

#### **Decisions are based on the following criteria:**

- Quality of abroad project and complete nature of proposal
- Commitment to sharing experience with the university community upon return
- Intention to make meaningful connections to the host country
- Strength of the recommendation letter from university advisor or faculty member overseeing project.

#### **Scholarship applications are due on the following schedule:**

October 30 <sup>th</sup>	Winter Break
January 30 <sup>th</sup>	Spring Break
March 30 <sup>th</sup>	Summer

Complete applications should be submitted to:

Office of International Education— Tartans Abroad Fund Group Trip  
Carnegie Mellon University  
5000 Forbes Avenue- Warner Hall 3<sup>rd</sup> Floor  
Pittsburgh, PA 15213

Questions should be directed to [goabroad@andrew.cmu.edu](mailto:goabroad@andrew.cmu.edu), 412-268-5231

## TARTANS ABROAD FUND- GROUP TRIP APPLICATION

### Short-term Experiences Abroad: STO-IT Fund

Organization Name/Department Affiliation:

Student Trip Leader/Contact Person:

Telephone:

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:

Please address the following criteria in an attached statement:

- Please provide a detailed description of your intended experience abroad (including program specifics, anticipated courses, projects, work or research, and dates of experience).
- Please describe what you expect to learn from your opportunity abroad and how that learning will add to and complement your organization's/class's overall mission/purpose.
- Please provide a detailed description of how you will bring your experience abroad back to Carnegie Mellon and share it with the community. *See attached chart to choose a follow-up presentation time, (required if awarded funds).*
- Please 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.
- Please provide a detailed budget proposal including all anticipated funding sources and fundraising initiatives.
- Please fully complete the attached trip roster.
- Please provide one recommendation letter from an academic advisor, faculty member, department head or college dean. The recommendation letter should be placed in a sealed and signed envelope and turned in with all other application materials.

	<b>Name</b>	<b>Andrew User ID</b>	<b>College</b>	<b>Major</b>	<b>Year</b>	<b>Has been abroad previously?</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Presentation Dates:

Please list your top 4 choices to present your experience to CMU administrators and students. We *recommend* the following times, to reach the largest staff/faculty audience, though not required.

<b>Date:</b>					
<b>4:30-5:15</b>					
<b>5:15-6:00</b>					