STUDY ABROAD SCHOLARSHIP ASSOCIATION (SASA)
BROOKLYN COLLEGE
TRAVEL GRANT INSTRUCTIONS
AND APPLICATION

Revised October 2015

For
Winter 2015/2016
Spring 2016

➢ Please note the selection committee will only consider this application form.

For more information, email SOS@brooklyn.cuny.edu
The Study Abroad Scholarship Association Travel Grant (SASA) was created in 2010. The Brooklyn College CLAS student body voted to increase their CLAS student activity fee “…to provide funding for currently enrolled Brooklyn College CLAS students who are in good standing and meet the College’s established procedures for scholarships to study abroad…” With approval from the President and the CUNY Board of Trustees this funding was earmarked to SASA (Study Abroad Scholarship Association) to be allocated 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. Grants of up to $1,000.00 will be awarded and priority will be given to first time applicants.

Successful applicants must:
- be currently enrolled in Brooklyn College, College of Liberal Arts and Sciences (CLAS),
- be matriculated, undergraduate students in good standing, and
- meet the College’s established procedures for scholarships to study in a foreign country.

Evaluation Process
Applications will be reviewed by a selection committee appointed by the Vice President of Student Affairs. The selection committee will consist of three faculty and/or staff members and two currently enrolled students in good standing. One student will be recommended by the SASA executive board and another recommended by the sitting CLAS president. A student serving on the selection committee will be ineligible during his/her tenure for a SASA travel grant. A serving faculty or staff member, participating in or sponsoring an applicant’s requested trip, will excuse himself/herself from the committee’s approval deliberation. Members of the selection committee including the chair of the committee are appointed or re-appointed annually. The committee is charged by the Vice President of Student Affairs at its first meeting.

The committee will consider such factors as: the appropriateness of the planned destination; how well the student articulates the study abroad plans through personal statements and statement of purpose; the applicants preparedness to travel; and the feasibility of the study abroad follow-up project during which the grant recipient is expected to share the experience with fellow students.

The committee’s charge is to review all completed applications, meet with applicants as needed and select the student recipients in the fall and spring semesters as well as to ensure that students receive communication regarding the status of their application via email in a timely manner.
Application Deadline

Completed applications must be received by Student Ombuds Services Office (SOS) attention: SASA Application, 314 Student Center no later than 5pm on Friday, November 6th, 2015.

About the Application

Applications for the SASA Grant will be available online at http://students.brooklyn.cuny.edu/Forms.php Select the Study Abroad Scholarship Association (SASA) Application, print and follow the directions.

Applicants can request a SASA Grant to participate in any accredited study abroad program which will earn Brooklyn College 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 grants may not be used for travel to domestic conferences or professional meetings. All awardees will receive their grants through the Office of the Bursar at Brooklyn College.

The application form requires a succinct personal statement and a statement of purpose that 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 and academic 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.
A complete application includes:

Application Form

A Personal Statement:
- explaining your personal interests and motivation,
- collegiate achievements or awards,
- recent community or volunteer service and/or
- participation in co-curricular programs or activities in Brooklyn College.

A Statement of Purpose:
- explain the purpose of your study abroad trip
- identify the host country and institution (where applicable)
- include any in-country support and supervision
- how the study abroad experience will enhance scholarly goals
  ~ This statement must clearly detail the proposed follow-up project.
  ~ Outline how you intend to share your experience with the student body.
  ~ You may be asked to present on your experience at a designated Student Affairs
    sponsored session. The forum and venue for these presentations may vary.

Estimate of proposed costs:
- A budget detailing how you plan to both raise and spend the funds needed for your trip;
- All receipts and travel documents must be retained as evidence of your travel and
  expenditures and must be presented upon request.

Two Letters of Recommendation:
- Students must submit two letters of recommendation from Brooklyn College faculty or
  staff attesting to your character and intellectual skills.

Acceptance Letter:
- Students must present official documentation of admittance to the host
  institution/program at the time of application for the SASA grant or immediately thereafter.
  A legible photocopy is acceptable.

Brooklyn College Transcript:
- Students may be asked to submit a current transcript.
Study Abroad Scholarship Association

Application

Brooklyn College

Winter 2015/2016
Spring 2016

(For office use only)
Student Ombuds Services received:
Name____________________
Date____________________

Submitted to Selection Committee___________________________
Date________

Reviewed by Selection Committee___________________________
Date________

Student Notified__________________________________________
Date___
Study Abroad Scholarship Association Application Form

Date: __________

Student Name ___________________________________________________________  Last  First  Middle

EMPL ID: ________________________________

Address ____________________________________ Street  City  State

E-mail ________________________  Cell phone ________________________

Major/Minor ____________________________________________________________

Total Credits Earned to Date ______________  Current overall GPA _________

Please specify when you are planning on traveling?
(please circle all that apply)
Winter 2015/2016
Spring 2016

Name/title of Host Study Abroad Program

________________________________________________________

Host College/University

________________________________________________________

Country/countries to which student is traveling

________________________________________________________

Accepted to Study Abroad Program_____yes____pending_______copy of acceptance attached SASA grant amount being requested: __________________ Expense sheet attached? Yes___No___

Letters of Recommendation (2 letters required)*

1. Faculty/Staff Name_____________________________ Dept. _______________________
   E-mail address______________________________

2. Faculty/Staff Name_____________________________ Dept. _______________________
   E-mail address______________________________

Letters included: _____yes/no---To be submitted by________  (date)

*Letters of recommendation may be submitted via campus e-mail to SOS@brooklyn.cuny.edu
Co curricular Campus Participation:
Campus program or organizations:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Relevant co curricular activities including campus volunteer service:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Previous travel experience in or outside the United States:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please read carefully and sign below:

All completed applications must be returned to the SOS (Student Ombuds Services) Office, located in room 314 of the Student Center, on or before 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. Any other documents requested at the time of application

To the best of my knowledge, I affirm that the information on this application is correct and complete.

Applicant’s signature ______________________________ Date _____________