

THE C.V. STARR STUDY ABROAD FELLOWSHIP GUIDELINES AND INSTRUCTIONS FOR COMPLETING THE APPLICATION

THE C.V. STARR STUDY ABROAD FELLOWSHIP

The C.V. Starr Study Abroad Fellowship, administered by the Weissman Center for International Business, is designed to provide financial support to Baruch students to help them fulfill their study abroad goals. The Fellowship is made possible through a generous grant from the Starr Foundation.

C.V. Starr Study Abroad Fellowships are normally only available for students who plan to study abroad for at least one semester. Students may apply for and receive more than one C.V. Starr Study Abroad Fellowship, but students must submit a new application for each application cycle for which they are requesting funding.

ELIGIBILITY

To qualify for the C.V. Starr Study Abroad Fellowship, an applicant must be a Baruch student in good academic standing, and not be currently under disciplinary sanction. Additional eligibility requirements include:

Undergraduate applicants: You must have completed a minimum of **61 credits** accepted by Baruch College completed *prior to their proposed study abroad*. At least **12 of these 61 credits** must have been completed at Baruch College.

Graduate applicants: Must have completed **at least one semester** at Baruch College *at the time of application*.

Exceptions to these eligibility requirements are sometimes granted. Please contact the Director of Study Abroad, Dr. Richard Mitten, to inquire as to whether you might qualify.

AWARD CRITERIA

C. V. Starr Study Abroad Fellowships are awarded to students who convincingly articulate links between their chosen study abroad destination and their academic, cultural learning and long-term professional goals, and whose character indicate that they will represent Baruch College as exemplary ambassadors while studying abroad. Students' academic achievement, demonstrated financial need, involvement in school and/or community activities, and work commitments during their studies are also considered.

Recipients of a C. V. Starr Study Abroad Fellowship may apply their award towards the costs related to any approved semester-long exchange or study abroad program.

REPORT TO THE STARR FOUNDATION AND SERVICE AS STUDY ABROAD AMBASSADOR

Within one month of their return to the United States, recipients of the C.V. Starr Study Abroad Fellowship must submit the C.V. Starr Study Abroad Fellowship Final Report form, which enables students to describe and reflect on their study abroad experience. This report may be shared with the Starr Foundation.

Starr Fellowship recipients are also required to serve as Study Abroad Ambassadors. Ambassadors help the Study Abroad Office promote the benefits of study abroad to the Baruch community as a whole, and assist in events such as the Study Abroad Fair, International Education Week, etc.

APPLICATION DEADLINES

October 15 for the subsequent **spring semester**

March 31 for the subsequent **fall semester**

If either of these dates falls on a weekend or holiday, the deadline will be 5:00 p.m. **the first business day** following October 15 or April 15.

THE APPLICATION PROCEDURE

The C.V. Starr Study Abroad Fellowship Application comprises four parts:

1. The Baruch College *Application to Study Abroad*
2. Letter of Recommendation
3. The C.V. Starr Study Abroad Fellowship Application *Supplement*
4. The Consortium Agreement/Cost of Attendance Form
5. A Current Resumé

1. The Baruch College *Application to Study Abroad*

Your *Application to Study Abroad* forms the basis of your application for a C.V. Starr Study Abroad Fellowship. Your *Application to Study Abroad* is due **October 1** if applying for the subsequent spring semester, or **March 15** if applying for the subsequent fall semester. We encourage you to submit your *Application to Study Abroad* as early as possible, especially if you are applying for a nomination to one of Baruch's exchange partner universities.

In order to make your application for the Starr Fellowship as competitive as possible, however, you may wish to revise the part of your online *Application to Study Abroad* that relates to your academic and cultural learning goals for studying abroad, and to the way you see your study abroad fitting into your long-term professional goals.

If you wish to change any part of your online *Application to Study Abroad* after you have first submitted it, please request the Study Abroad Office (study.abroad@baruch.cuny.edu) to return your application to you. Once you have made any changes you wish, please remember to re-submit the *Application to Study Abroad*. Evaluators will be given the version of your *Application to Study Abroad* that is on the Portal **on the day of the deadline** for the Starr Fellowship (**October 15** or **March 31**). Please make sure to **re-submit** your *Application to Study Abroad* by this deadline. If you have any questions, please contact the Study Abroad Office.

2. Letter of Recommendation

The faculty recommendation **that was submitted as part of your *Application to Study Abroad*** will be used for your C.V. Starr Study Abroad Fellowship application. Applicants should check with the Study Abroad Office **before the deadline** to make sure that the Study Abroad Office has received your faculty recommendation.

3. The C.V. Starr Study Abroad Fellowship Application *Supplement*

This ***Supplement***—which can be downloaded from our website—**must be submitted in addition to your *Application to Study Abroad***. The ***Supplement*** can be filled out and signed digitally, and can also be saved in electronic form, using the free *Adobe Reader* software. On the ***Supplement***, you will be asked to provide information important to the Starr Foundation, but which is not included in your *Application to Study Abroad*.

Please note: the “fillable” boxes in the **Supplement** can accommodate only a limited number of characters; any text that you write exceeding the maximum number of characters will not appear on your application and hence will not be visible to evaluators. Do NOT submit your answers to the questions on the **Supplement** as a separate text file or on a separate piece of paper. Applications submitted in this form will NOT be reviewed.

If you are not familiar with fillable forms, please consult the following Adobe help link:

http://help.adobe.com/en_US/reader/using/WSebddb957d123ebbo-6ce8d6aa129c97ce1eb-7ffc.html

If do not know how to create and use digital signatures, please consult the Adobe tutorial online at <http://tv.adobe.com/watch/acrobat-x/how-to-digitally-sign-a-document-with-adobe-reader/>.

If you have any difficulties using this feature of *Adobe Reader* on your own computer, you can complete the **Supplement** on one of the computers in the Resource Room of the Study Abroad Office. Please contact the Study Abroad Office to arrange a time for you to use a computer.

4. The Consortium Agreement/Cost of Attendance Form

This document **must be submitted in addition to your *Application to Study Abroad* and the *Supplement***. The Consortium Agreement/Cost of Attendance Form is the same form you are required to complete if you wish to apply your financial aid to your study abroad. This file, too, can be filled and digitally signed. Please do not forget to attach the required documentation to the form. If you do not have access to a scanner, please come by the Study Abroad Office during walk-in hours for assistance. The Director of Study Abroad will also submit this form to the Office of Financial Aid in your behalf, but please make certain to indicate on the form that you receive financial aid, and follow up to make sure that the Office of Financial Aid has received it..

5. A Current Resumé in Digital (PDF, Word-compatible word processing file, etc.) Format

Please submit the **Supplement**, the **Consortium Agreement/Cost of Attendance Form** including documentation, and your **Resumé** as (an) email attachment(s) directly to the Director of Study Abroad (richard.mitten@baruch.cuny.edu), if possible. Please rename the PDF file(s) containing your application as follows: “[Your last name] [Your first name] C.V. Starr Study Abroad Fellowship Application” before submitting it. If you have any difficulty submitting your application in this form, contact the Study Abroad Office **prior to the deadline**. Do not wait until the last minute to submit your materials, in case there are technical problems that need to be fixed.

If you submit your application in paper form, it must contain an original signature in blue ink. Please bring it to the Study Abroad Office *during normal walk-in hours* only.