

Student Travel Checklist Form

Student Travel Committee

Student Activities Association

If you are an individual applying to attend an event, the maximum allocation is \$1,500. If a group of four or more is interested in attending an event, the maximum allocation is \$5,000.

- Student Travel Application (Individual/Group)**
If a group of four or more students are attending an event, a group travel application is required to be completed. This applies to student organizations interested in attending an event.
- Description of the Activity (Proposal)**
Start with the “who, what, when, where, and how.” The description must include the mission of the organization, the concept or purpose of the event/activity, and how it relates to your career goals/course of study (academically, socially, and culturally).
- Faculty or Staff Recommendation Letter**
A faculty, or staff member, must submit a form letter of recommendation.
- Schedule of the Activity/Itinerary**
- List of Attendees (if group)**
- CUNY Off-Campus Activity Participation, Waiver, and Emergency Contact Form**
- CUNY Off- Campus Student Travel Approval Form (Section B)**
- Unofficial Transcript**
- Lodging information**
- Copy of valid State ID, or passport (for international travel), and School ID**
- Commitment Form**
- Presentation Agreement Form**
The form indicates that you must write a 300 word essay, or create a video, and or submit a slideshow to the Student Travel Coordinator upon return from travel. This presentation should reflect the benefit the travel has made to your John Jay College experience.
- Faculty or Staff Affidavit for International Travel**
 - Study Abroad Travel ONLY**
You must be accepted into a study abroad program and approved by the Office of International Studies and Programs prior to the Committee reviewing your application.