



Office of Global Initiatives, Room 248
170 North St/Box 139
Dryden, NY 13053 USA
Email: global@tompkinscortland.edu
www.tompkinscortland.edu/global

TC3 Study Abroad – Checklist and Due Dates for Fall, 2024 Courses

Turn all forms into the Office of Global Initiatives/Suite 248, either in person or by email/mail. If via e-mail, please send to global@tompkinscortland.edu with “Study Abroad” in the subject line.

Study abroad travel fee:

- \$300 non-refundable deposit (minimum) towards the travel fee will be due immediately on enrollment in the course, even if you intend to use financial aid to pay for any or all of the travel fee.
- Payment in full of all personal contributions (i.e. what you owe minus what financial aid will cover, as determined in the *Disclosure of Funding Sources* form) is due by the end of the first week of this course unless a payment plan is previously arranged with the Registration and Billing Office, Room 101 of TC3’s Main Building.

Due by your first day of this class:

- Signed Criteria and Eligibility
- Completion of the interview process with faculty leaders; Permission to enroll in the course(s)
- Photocopy of your passport’s information page or a photocopy of the passport application. (We urge you to pay the additional fee to have it expedited due to current processing delays.)
- Signed Agreement and Acceptance of Risk
- Application/Essay*, Foundation Scholarship and Financial Commitment (Note: All one document)
- Disclosure of Funding Sources
- Payment in full of travel fee or remaining balance not covered by Financial Aid (Due Friday of the first week of the course.)
- Student Health Information, **if a conversation with your healthcare provider is not required**
- Conduct Form, with all required signatures present
- Personal Reference
- Academic Reference

Due by Monday, November 25, (the Monday after Thanksgiving Break)

- Student Health Information, **if a conversation with your healthcare provider is required**
- Your passport, if you needed to apply for it

TC3 reserves the right to cancel travel for students who do not submit forms and complete other pre-travel responsibilities by published deadlines. (Over)



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- Note that the [Benjamin A Gilman International Scholarship](#) application deadline for fall semester courses Application Opens mid-August; Application Deadline – Thursday, October 10, 2024, at 11:59pm Pacific Time.

*Essay not required if you are *not applying* for a Foundation Scholarship.