

# City Tech Foundation Grants in Support of International Educational Programs: Application Package

A generous grant from Santander Bank to the City Tech Foundation allows the College to offer a limited amount of financial support to students who participate in approved programs of international study. Grants will range from \$500 to a maximum of \$2,000, with the large majority of grants being \$1,000 or less.

Application deadline is **April 18, 2019**. Grants will be awarded on the basis of academic relevance of the program, achievement and financial need.

To be eligible for a grant through this program a student must:

- Be a citizen or legal resident of the U.S.
- Be registered in a City Tech degree program
- Have completed at least two semesters of course work at City Tech with a minimum GPA of 2.5.
- Have applied for financial aid, using the FAFSA form.
- Complete the attached application and arrange for the submission of two references, using the forms found here. At least one reference must be from a City Tech faculty member.

## How to complete the application:

- This is an interactive application. Please complete it on your computer and then save the completed application. You do not need to complete it at one sitting, but if you do not remember to save it to your computer, the work you have done on it will not be saved. When the application is complete, please email it to [StudyAbroad@citytech.cuny.edu](mailto:StudyAbroad@citytech.cuny.edu). Please save a copy for your own records.
- Please complete the boxed portion of the references, print them and sign them. Give the signed forms to two individuals who can speak to your qualifications for the support. At least one of your references should be a City Tech faculty member. Provide each reference with a stamped, addressed envelope, to the address indicated on the form.

It is important to keep in mind that funding is limited, and not all of the students eligible to apply will receive funding. It is extremely unlikely that grants from this fund will meet the full cost of participation in the program in which you are interested.

Questions about the grants and about the status of your application should be directed to [StudyAbroad@citytech.cuny.edu](mailto:StudyAbroad@citytech.cuny.edu).

## STUDY ABROAD SCHOLARSHIP APPLICATION

Please complete this application, save it to your computer, and email a copy to [StudyAbroad@citytech.cuny.edu](mailto:StudyAbroad@citytech.cuny.edu), by the deadline indicated in the cover sheet. You can type your name and 8-digit EMPLID in place of the signature. Your application will not be complete until we receive two letters of recommendation, using the attached forms.

International Program you plan to attend

Will attend program in      Fall      Winter      Spring      Summer      of      (Year)

Last Name:      First Name      MI

Last 4 digits of SSN      CUNY first EMPL ID

### Current Mailing Address:

Number and Street      Apt#      City      State      Zip

Telephone Number      E-mail address

Major      Cumulative GPA      Credits Completed or in progress

### Emergency Contact Information:

Last Name      First Name      Relationship

Number and Street      Apt#      City      State      Zip

Telephone Number      E-mail address

### Statement of Purpose:

On the following page, please write a statement of 350-500 words regarding your proposed international study, and how it will be related to your present academic program or future profession. Also describe any personal benefits you expect to receive from this program. Please be sure to describe why you have chosen this particular program, and why you feel you are the right person for this experience.

I, the undersigned, acknowledge that I have read this application and that all statements I have made are correct to the best of my knowledge. In addition, I authorize the release of my transcripts and recommendations to funders and academic institutions involved in the program for which I have applied.

Applicant's signature

**Part I.** To the applicant: Please complete the boxed part of the form below, print it, sign it and give it to your recommender, preferably a City Tech faculty member, together with a stamped envelope addressed to:

Office of the Provost/Study Abroad  
New York City College of Technology  
300 Jay Street, Namm 320  
Brooklyn, NY 11201

Please note that Under the U.S. federal law (Section 438 of Public Law 90-247, as amended), students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Some applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. Please indicate whether you choose to waive your right to inspect the information requested by this form, by checking the appropriate box and signing below:

Applicant's Name

International Program

I waive my rights to have access to this recommendation form.

I do not waive my rights to have access to this recommendation form.

Applicant's signature

To the Recommender:

**Part II: To be completed by the evaluator.**

Thank you for taking the time to recommend the applicant named above Study Abroad funding available through the City Tech Foundation. Your evaluation will be especially helpful in decisions about the limited funding available. Please return this form in the stamped envelope provided to you by the applicant, with your signature on the sealed flap.

How long, and under what circumstances, have you been familiar with the candidate and his/her academic work ?

Please assess the applicant's academic and group attributes. You may elaborate in the comments section if useful.

Excellent    Good    Fair    Poor    No opportunity to observe

Competence in major/specialization

Academic interest and motivation

Capacity for independent study

Speaking/writing

Reliability and integrity

Ability to adapt to new circumstances

Self-reliance/independence

Ability to relate well to others

Please state frankly your opinion of this candidate's chances for success (both academic and nonacademic) in a study abroad program. Keep in mind the following: academic/personal suitability for study abroad; how an international experience may benefit the applicant, both academically and personally; and strengths which you believe the applicant might bring to such an experience. (You are invited to use an additional sheet, if necessary.)

Additional comments:

Recommender's Name: \_\_\_\_\_

Recommender's Title: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Recommender's Signature \_\_\_\_\_ Date: \_\_\_\_\_