

Brooklyn College



**Information**

**and**

**Application Form**

## SASA:

The Study Abroad Scholarship Association Travel Grant (SASA) was created in 2010. The Brooklyn College undergraduate student body voted to increase their student activity fee "...to provide funding for currently enrolled Brooklyn College CLAS (undergraduate) 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 adhere 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.

## Evaluation Process:

A committee comprising of students, faculty, and staff 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 applicant's 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 in a timely manner.

## Qualifications:

- Be Matriculated, undergraduate students in good standing, and
- Meet the College's established procedures for scholarships to study in a foreign country.

## About the Application:

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.

## Application Deadline:

Completed applications must be received by Central Depository, no later than October 15 (for winter/spring programs) and March 15 (for summer/fall programs) by 5pm. If the deadline falls on a weekend, all documents must be submitted by 5pm on the last business day of the week prior.

**Applications can be submitted in person to room 314 of the Student Center or can be emailed to [cd@brooklyn.cuny.edu](mailto:cd@brooklyn.cuny.edu). All documents including the letters of recommendation must be submitted to Central depository prior to the deadline for your application to be considered.**

**\*Please note: Applications or letters of recommendation submitted to other offices will not be accepted.**

## A completed application includes:

- **The Study Abroad Scholarship Association Application**

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

- **A Statement of Purpose.** This statement explains the purpose of your study abroad trip and identifies the host country and institution (where applicable). Include any in-country support and supervision as well as how the study abroad experience will enhance scholarly goals. This statement must clearly detail the proposed follow-up project and 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.

- **Estimated Budget.** A budget detailing how you plan to both raise and spend the funds needed for your trip and all receipts and travel documents must be retained as evidence of your travel and expenditures, and must be presented upon request.

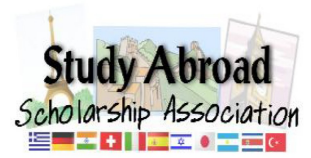
- **Two Letters of Recommendation.** Students must submit two letters of recommendation from Brooklyn College faculty or staff attesting to your character and intellectual skills.

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

**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 specified length will not be considered by the Selection Committee.**

# Application Form

## Study Abroad Scholarship Association



Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle

EMPL ID# \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt# City State Zip code

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Total Credits Earned to Date: \_\_\_\_\_ Current overall GPA: \_\_\_\_\_

**When you are planning to travel?** \_\_\_\_\_

Name/title of Host Study Abroad Program

\_\_\_\_\_  
Host College/University

\_\_\_\_\_  
Country/countries to which student is traveling

Accepted Study Abroad Program \_\_\_\_\_ Yes \_\_\_\_\_ Pending \_\_\_\_\_

Copy of acceptance attached SASA: Yes \_\_\_\_\_ No \_\_\_\_\_

Grant amount being requested: \$

Expense Sheet attached? Yes \_\_\_\_\_ No \_\_\_\_\_

### Letters of Recommendation (2 Letters)\*

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 not later than the application deadline.)

\* Letters of recommendation must be submitted no later than the application deadline.

**Co-curricular Campus Participation:**

Campus program or organizations:

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Relevant co-curricular activities including campus volunteer service:

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Previous travel experience in or outside the United States:

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**Please read carefully and sign below:**

All completed applications must be returned to Central Depository, located in the Student Center, Rm 314, on or before 5pm on the deadline dates. Application must include the following **six items**:

1. A completed SASA Application Form
2. A Personal Statement
3. A Statement of Purpose
4. Estimated Budget
5. Two letters of recommendation from Brooklyn College faculty or staff
6. An Acceptance letter from the host institution

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

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_