

# UCEAP/NRS Pre-Departure Requirements

Your first payment date is **July 1**. This is also the deadline to withdraw from the program without UCEAP financial penalty. Additional withdrawal fees may apply for some programs. **Consult the Money Matters tab for details.**

| Name                 | Questions about...  | Email  | Phone          |
|----------------------|---|--|----------------|
| <b>NRS Staff</b>     | Program Logistics, Course Information, Student Agreement, Health Clearance, Withdrawal Notification, <a href="#">FAQs</a> | <a href="mailto:CAecology@ucop.edu">CAecology@ucop.edu</a>     |                |
| <b>Monica Macias</b> | MyEAP Application, Statement of Understanding   | <a href="mailto:mmacias@eap.ucop.edu">mmacias@eap.ucop.edu</a> | (805) 893-4138 |
| <b>Monica Rocha</b>  | MyEAP Study List  | <a href="mailto:mrocha@eap.ucop.edu">mrocha@eap.ucop.edu</a>   | (805) 893-2712 |
| <b>Britt Foley</b>   | Finance: Payments and other money matters   | <a href="mailto:bfoley@eap.ucop.edu">bfoley@eap.ucop.edu</a>   | (805) 893-4748 |

## Instructions:

Materials will be posted to this checklist as they become available. Review the Pre-Departure Checklist as soon as possible and plan ahead to meet deadlines. For your protection, please consider emailing scanned documents in an encrypted format.

## Pre-Departure Checklist

| Item | Due Date<br>(Not a Postmark Date) | Read and Complete   | Submit To  |
|------|-----------------------------------|---|--|
| 1    | Review Now                        | <p><b>Review each of the tabs on the Program page for additional deadlines and important information:</b></p> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Money Matters</li> <li>• Academics</li> <li>• Policies</li> </ul>                  | Varies by item   |
| 2    | 6/1/16                            | <p><b>Complete your Application Data in MyEAP and Mail signed Statement of Understanding</b></p> <ul style="list-style-type: none"> <li>• Application instructions emailed to you from UCEAP</li> <li>• <a href="#">Statement of Understanding</a></li> </ul> | <p><a href="#">Online in MyEAP</a><br/>and<br/>Sign and Mail to:<br/>UCEAP – NRS<br/>6950 Hollister Ave., Suite 200<br/>Goleta, CA 93117</p> |
| 3    | 6/15/16                           | <p><b>Student Agreement &amp; Waiver of Liability</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Agreement and Waiver</a></li> </ul>  | Sign, Scan, and Email to:<br><a href="mailto:CAecology@ucop.edu">CAecology@ucop.edu</a>  |
| 4    | 6/15/16                           | <p><b>Recommended Electronic Signatures</b></p> <ul style="list-style-type: none"> <li>• <a href="#">eRefund Direct Deposit</a></li> <li>• <a href="#">Release of Financial Information</a></li> </ul>  | <a href="#">Online in MyEAP</a>  |
| 5    | 6/22/16                           | <p><b>Disability Accommodation Requests</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>  | Mail to:<br>NRS, UCOP<br>1111 Franklin Street, 6th Floor<br>Oakland, CA 94607-5200   |
| 6    | 7/22/16                           | <p><b>Health Clearance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Forms</a></li> </ul>  | Scan and Email to:<br><a href="mailto:CAecology@ucop.edu">CAecology@ucop.edu</a>   |
| 7    | Read When Available               | <p><b>Arrival Information</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Arrival Instructions</a></li> </ul>  | Print a copy to take with you when you travel  |