UCEAP/NRS Pre-Departure Requirements

Your first payment date is **January 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.**

**Campus Health Insurance Requirement:** You are responsible for either 1) paying the health insurance fee at your UC campus, or 2) obtaining a health insurance waiver from your UC campus.

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

**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

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date (Not a Postmark Date)</th>
<th>Read and Complete</th>
<th>Submit To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review Now</td>
<td>Review each of the tabs on the Program page for additional deadlines and important information:</td>
<td>Varies by item</td>
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<tr>
<td></td>
<td></td>
<td>• Overview</td>
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<tr>
<td></td>
<td></td>
<td>• Money Matters</td>
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<td>• Academics</td>
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<td>• Policies</td>
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<tr>
<td>2</td>
<td>11/30/16</td>
<td>Complete your Application Data in MyEAP and Mail signed Statement of Understanding</td>
<td>Online in MyEAP</td>
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<tr>
<td></td>
<td></td>
<td>• Application instructions emailed to you from UCEAP</td>
<td>Sign and Mail to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Statement of Understanding</td>
<td>UCEAP – NRS</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>6950 Hollister Ave., Suite 200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Goleta, CA 93117</td>
</tr>
<tr>
<td>3</td>
<td>12/16/16</td>
<td>Student Agreement &amp; Waiver of Liability</td>
<td>Sign, Scan, and Email to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Agreement and Waiver</td>
<td><a href="mailto:CAecology@ucop.edu">CAecology@ucop.edu</a></td>
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<td>4</td>
<td>12/16/16</td>
<td>Recommended Electronic Signatures</td>
<td>Online in MyEAP</td>
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<tr>
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<td>• eRefund Direct Deposit</td>
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<td>• Release of Financial Information</td>
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<td>5</td>
<td>1/9/17</td>
<td>Disability Accommodation Requests</td>
<td>Mail to:</td>
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<tr>
<td></td>
<td></td>
<td>• Instructions</td>
<td>NRS, UCOP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1111 Franklin Street, 6th Floor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oakland, CA 94607-5200</td>
</tr>
<tr>
<td>6</td>
<td>2/3/17</td>
<td>Health Clearance &amp; Limited Authorization</td>
<td>Scan and Email to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Forms</td>
<td><a href="mailto:CAecology@ucop.edu">CAecology@ucop.edu</a></td>
</tr>
<tr>
<td>7</td>
<td>Read Now</td>
<td>Arrival Information</td>
<td>Print a copy to take with you when you travel</td>
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<tr>
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<td>• Arrival Instructions</td>
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</tbody>
</table>