

UCEAP/NRS Pre-Departure Requirements

Your first payment date is **April 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
NRS Staff	Program Logistics, Course Information, Student Agreement, Health Clearance, Withdrawal Notification, FAQs	CAecology@ucop.edu	
Monica Macias	MyEAP Application, Statement of Understanding	mmacias@eap.ucop.edu	(805) 893-4138
Monica Rocha	MyEAP Study List	mrocha@eap.ucop.edu	(805) 893-2712
Britt Foley	Finance: Payments and other money matters	bfoley@eap.ucop.edu	(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 (Not a Postmark Date)	Read and Complete	Submit To
1	Review Now	<p>Review each of the tabs on the Program page for additional deadlines and important information:</p> <ul style="list-style-type: none"> • Overview • Money Matters • Academics • Policies 	Varies by item
2	3/11/16	<p>Complete your Application Data in MyEAP and Mail signed Statement of Understanding</p> <ul style="list-style-type: none"> • Application instructions emailed to you from UCEAP • Statement of Understanding 	<p>Online in MyEAP and Sign and Mail to: UCEAP – NRS 6950 Hollister Ave., Suite 200 Goleta, CA 93117</p>
3	3/25/16	<p>Student Agreement & Waiver of Liability</p> <ul style="list-style-type: none"> • Agreement and Waiver 	Sign, Scan, and Email to: CAecology@ucop.edu
4	3/25/16	<p>Recommended Electronic Signatures</p> <ul style="list-style-type: none"> • eRefund Direct Deposit • Release of Financial Information 	Online in MyEAP
5	4/8/16	<p>Disability Accommodation Requests</p> <ul style="list-style-type: none"> • Instructions 	Mail to: NRS, UCOP 1111 Franklin Street, 6th Floor Oakland, CA 94607-5200
6	4/15/16	<p>Health Clearance</p> <ul style="list-style-type: none"> • Forms 	Scan and Email to: CAecology@ucop.edu
7	Read Now	<p>Arrival Information</p> <ul style="list-style-type: none"> • Arrival Instructions 	Print a copy to take with you when you travel