

# 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.

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>Ben Kinman</b>	Finance: Payments and other money matters	<a href="mailto:bkinman@eap.ucop.edu">bkinman@eap.ucop.edu</a>	(805) 893-4812

## 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><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	11/29/17	<p><b>Complete your Application Data in MyEAP and Submit 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>	Application: <a href="#">Online in MyEAP</a> Statement of Understanding : Sign, Scan, and Email to <a href="mailto:mmacias@eap.ucop.edu">mmacias@eap.ucop.edu</a>
3	12/8/17	<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: <a href="mailto:CAecology@ucop.edu">CAecology@ucop.edu</a>
4	12/8/17	<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	12/8/17	<p><b>Disability Accommodation Requests</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	Mail to: NRS, UCOP 1111 Franklin Street, 6th Floor Oakland, CA 94607-5200
6	1/29/18	<p><b>Health Clearance &amp; Limited Authorization</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Forms</a></li> </ul>	Scan and Email to: <a href="mailto:CAecology@ucop.edu">CAecology@ucop.edu</a>
7	Read Now	<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