**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>
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<tr>
<td>Ben Kinman</td>
<td>Finance: Payments and other money matters</td>
<td><a href="mailto:bkinman@eap.ucop.edu">bkinman@eap.ucop.edu</a></td>
<td>(805) 893-4812</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>
</table>
| 1    | Review Now                     | Review each of the tabs on the Program page for additional deadlines and important information:  
- Overview  
- Money Matters  
- Academics  
- Policies | Varies by item |
| 2    | 11/29/17                       | Complete your Application Data in MyEAP and Submit signed Statement of Understanding  
- Application instructions emailed to you from UCEAP  
- Statement of Understanding | Application: [Online in MyEAP](https://myeap.ucop.edu)  
Statement of Understanding : Sign, Scan, and Email to mmacias@eap.ucop.edu |
| 3    | 12/8/17                        | Student Agreement & Waiver of Liability  
- Agreement and Waiver | Sign, Scan, and Email to: CAecology@ucop.edu |
| 4    | 12/8/17                        | Recommended Electronic Signatures  
- eRefund Direct Deposit  
- Release of Financial Information | Online in MyEAP |
| 5    | 12/8/17                        | Disability Accommodation Requests  
- Instructions | Mail to:  
NRS, UCOP  
1111 Franklin Street, 6th Floor  
Oakland, CA 94607-5200 |
| 6    | 1/29/18                        | Health Clearance & Limited Authorization  
- Forms | Scan and Email to: CAecology@ucop.edu |
| 7    | Read Now                       | Arrival Information  
- Arrival Instructions | Print a copy to take with you when you travel |