**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.**

**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>
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<tr>
<td>Monica Rocha</td>
<td>MyEAP Study List</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    | 3/13/17                       | Complete your Application Data in MyEAP and Mail signed Statement of Understanding  
• Application instructions emailed to you from UCEAP  
• Statement of Understanding | Online in MyEAP  
and  
Sign and Mail to:  
UCEAP – NRS  
6950 Hollister Ave., Suite 200  
Goleta, CA 93117 |
| 3    | 3/24/17                       | Student Agreement & Waiver of Liability  
• Agreement and Waiver | Sign, Scan, and Email to:  
CAecology@ucop.edu |
| 4    | 3/24/17                       | Recommended Electronic Signatures  
• eRefund Direct Deposit  
• Release of Financial Information | Online in MyEAP |
| 5    | 4/7/17                        | Disability Accommodation Requests  
• Instructions | Mail to:  
NRS, UCOP  
1111 Franklin Street, 6th Floor  
Oakland, CA 94607-5200 |
| 6    | 4/26/17                       | 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 |