

UCEAP and NRS Pre-Departure Requirements

Your first payment date is **July 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
NRS Staff	Program Logistics, Course Information, Health Clearance, Withdrawal Notification, FAQs	CAecology@ucop.edu	
Monica Macias	MyEAP Application, Student Agreement	mmacias@eap.ucop.edu	(805) 893-4138
Monica Rocha	MyEAP Study List	mrocha@eap.ucop.edu	(805) 893-2712
Ben Kinman	Finance: Payments and other money matters	bkinman@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	Review each of the tabs on the Program page for additional deadlines and important information: <ul style="list-style-type: none"> • Overview • Money Matters • Policies 	Varies by item
2	6/8/18	Complete your Application Data in MyEAP <ul style="list-style-type: none"> • Application instructions emailed to you from UCEAP 	Application: Online in MyEAP
3	6/8/18	Student Agreement & Waiver of Liability <ul style="list-style-type: none"> • Agreement and Waiver 	Sign, Scan, and Email to: mmacias@eap.ucop.edu Email all pages in 1 PDF document.
4	6/25/18	Recommended Electronic Signatures <ul style="list-style-type: none"> • eRefund Direct Deposit • Release of Financial Information • Consent to do Business Electronically 	Online in MyEAP
5	6/25/18	Disability Accommodation Requests <ul style="list-style-type: none"> • Instructions 	Mail to: NRS, UCOP 1111 Franklin Street, 6th Floor Oakland, CA 94607-5200
6	7/26/18	Health Clearance & Limited Authorization <ul style="list-style-type: none"> • Forms 	Scan and Email to: CAecology@ucop.edu
7	Read Now	Arrival Information <ul style="list-style-type: none"> • Arrival Instructions 	Print a copy to take with you when you travel