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.

### 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  
- Policies | Varies by item |
| 2    | 3/9/18                        | Complete your Application Data in MyEAP  
- Application instructions emailed to you from UCEAP | Application: [Online in MyEAP](#) |
| 3    | 3/16/18                       | Student Agreement & Waiver of Liability  
- Agreement and Waiver | Sign, Scan, and Email to: [mmacias@eap.ucop.edu](mailto:mmacias@eap.ucop.edu) |
| 4    | 3/28/18                       | Recommended Electronic Signatures  
- eRefund Direct Deposit  
- Release of Financial Information  
- Consent to do Business Electronically | [Online in MyEAP](#) |
| 5    | 3/28/18                       | Disability Accommodation Requests  
- Instructions | Mail to:  
NRS, UCOP  
1111 Franklin Street, 6th Floor  
Oakland, CA 94607-5200 |
| 6    | 4/25/18                       | Health Clearance & Limited Authorization  
- Forms | Scan and Email to: [CAecology@ucop.edu](mailto:CAecology@ucop.edu) |
| 7    | Read Now                      | Arrival Information  
- Arrival Instructions | Print a copy to take with you when you travel |