

## **Study Abroad / Study Away Travel Funding Student Application Instructions (2026 Cycle)**

### **Purpose of the Award**

This travel funding supports students participating in approved Study Abroad or Study Away programs. Awards are made through a blind, merit-based review process based on students' written responses and supporting materials.

Support for this funding may be provided through the Dodson Funds and other available sources, including the Dr. Lou Ella Burmeister Fund and the Marshal Carter-Tripp Fund.

### **Award Amount**

Awards will consist of a maximum of \$1,000.00 for applicants accepted into faculty-led programs. For study away and conference participants, award amounts will be determined based on the availability of funds, contributions from other sources, and eligible expenses, in alignment with UTEP policies.

### **Availability of Applications and Submission Process.**

Once released, applications will be completed and submitted through a DocuSign process.

Because applications are evaluated by a committee and funding is limited, awards are competitive.

### **Eligibility Requirements**

To be considered, applicants must meet the following minimum requirement:

- Cumulative GPA of 3.0 or higher (eligibility is verified automatically)

Applicants must also be participating in an approved Study Abroad or Study Away program.

### **How Applications Are Reviewed**

Applications are evaluated through a blind review process. Reviewers do not see student names or identifying information when scoring written responses. Students should not include their name or personal identifying details in the written responses. Applications will be identified only by an application ID during review.

### **Required Application Sections**

#### **1. Student Information**

Applicants must provide:

- First name and last name
- Major
- Minor (if applicable)

- Credit hours accrued
- Cumulative GPA

## **2. Program Information**

Provide details about your Study Abroad or Study Away program:

- Program title
- Responsible faculty member
- Location and program dates
- Brief description of academic focus and activities

## **3. Written Responses**

Applicants must complete both written responses below.

### **A. Program Selection and Location**

Prompt: Explain why you selected this particular location and program.

Minimum length: 350 words

### **B. Program Impact and Student Development**

Prompt: Explain how participation in this program will further develop the following areas: leadership skills, professional development, and community service and/or community engagement.

Minimum length: 300 words

## **4. Letters of Recommendation**

Applicants must submit two letters of recommendation from instructors who can speak to the applicant's academic work and readiness for the program. Letters must be submitted by the application deadline.

## **Funding Coordination (Other Awards)**

Applicants may be asked whether they have received or applied for other funding, including scholarships, departmental support, or external awards. This information is used only to coordinate funding and avoid duplication. It is not used for merit scoring.

## **Award Disbursement**

If selected, award funds will be deposited directly into the Study Abroad Program account associated with the student's approved program.

## **Post-Program Requirement**

Students who receive an award are required to submit the following upon their return:

- A reflection paper describing their experience and learning outcomes (minimum length: 350 words)
- Three photographs documenting their journey

These materials may be used for program reporting and to highlight student experiences.

### **Timeline**

- Applications must be received by February 25.
- Award notifications will be sent on the first Friday of March.

### **Tips for a Strong Application**

- Explain clearly how the program supports your academic and career goals
- Provide specific examples of leadership and engagement
- Describe how you plan to apply what you learn after the program
- Write in complete paragraphs and proofread for clarity

### **Frequently Asked Questions**

1. Can I apply if my GPA is below 3.0?  
No. Students must have a cumulative GPA of 3.0 or higher to be eligible.
2. Should I include my name in my written responses?  
No. Written responses are reviewed through a blind review process. Do not include your name or other identifying information in the narrative responses.
3. What counts as leadership?  
Leadership may include formal roles (student organizations, team leader, peer mentor) and informal leadership (organizing projects, mentoring others, contributing to group success). Strong responses explain what you did and what you learned.
4. What counts as professional development?  
Professional development includes experiences and goals that strengthen academic or career preparation, such as developing workplace skills, research experience, communication, teamwork, language learning, field-based learning, or preparation for graduate study.
5. What if my program does not include community service?  
You may still apply. Community engagement can include learning with and from communities, ethical engagement, or applying your experience to benefit others after you return. If the program does not include service, explain how you will engage responsibly and how you will share what you learn.
6. Do recommendation letters have to be from faculty?  
Letters should be from instructors who can speak to the applicant's academic work and readiness for the program. Applicants should submit two letters as required.

7. Does having other funding reduce my chances of being selected?

No. Other funding information is collected only to coordinate awards and avoid duplication. It is not used for merit scoring.

8. What happens after I submit my application?

Applications are submitted through DocuSign and scored through blind review. Eligible applications are ranked and awards are matched based on available funding. Selected students will be notified by email.