



YOUR APPLICATION CHECKLIST

What will I need for my application?

Most of your application will be easy to follow and complete by yourself, but there are a few things you may need to gather.

For your program application:

\$25 APPLICATION FEE

This can be paid online by credit card or by mail with a check or money order.

TIP: If you send your application fee by mail, make sure CIEE can receive it by the application deadline. Please do not mail cash.

YOUR PARENT/GUARDIAN'S CONTACT INFO

A parent or guardian will need to review and sign this document. You'll enter your parent/guardian's contact information into the form. This will automatically send them an email with information on how to log in to a simple CIEE account. Your parent/guardian just has one task in their to-do list: read and electronically sign the Terms and Conditions!

For your scholarship application:

A COPY OF YOUR ACADEMIC TRANSCRIPT

Your academic transcript is something you can get from your high school. It just needs to be current, and reflect what classes you have taken to date.

A COPY OF YOUR PARENT/GUARDIAN'S MOST RECENT 1040 TAX FORM

In addition to submitting a scanned copy of this tax form, you'll need to enter line 6d (exemptions) and line 37 (adjusted gross income) as well as an estimate of how much your family can realistically contribute to the program tuition — so loop your parent/guardian(s) in on this one! For more information, visit ciee.org/GlobalNavigatorScholarships.

YOUR TEACHER'S CONTACT DETAILS

One of your teachers will need to write your recommendation form through our online app. The only thing you need to do on your end is enter your teacher's contact information so that we can send him/her an email with login details. Then, follow up with him/her in person to make sure they got the notification and are aware of the deadline.

TIP: Your teacher is probably very busy. Don't wait until the last minute to check in with him/her!

Make sure you follow up on these items! A complete application gets you that much closer to your summer abroad. Have questions? Email us at hsabroad@ciee.org.