Princeton in Munich Student 4-point Checklist

1. To receive a reimbursement of up to $1,000 towards the cost of your flight to Munich, you must submit an application in SAFE with a receipt for airfare attached to the application.

   How to create an application in SAFE
   b. Under Search Funding Opportunities, select Funding Office “GER” and Activity Type “Undergraduate study abroad”; input the following Basic Eligibility Criteria when prompted (NB. all criteria must be filled out or search will not run):
      • Activity Location: “Off Campus (International)”, select “Germany” from drop-down list
      • Time Restrictions: “Summer Break”
      • Duration: [select any]
      • Program: [select either BA or BSE option]
      • Plan/Department: [select your department]
      • Certificates: [select any]
      • Residential College: [select your RC]
   c. Your search should return several funding opportunities, scroll down to find “Princeton in Munich 2019 Travel Subsidy” – check off the box for Select this Opportunity, and scroll down to select the “Apply” button. The SAFE funding application for PIM should now open on your browser.

2. Submit a Student Travel Request in Concur.
   a. Undergraduate students are required to submit travel requests in Concur for domestic or international travel outside of the NYC/Philadelphia corridor.
   b. Important! Before submitting a travel request, you should complete all of the required steps and forms listed at http://travel.princeton.edu. You will be required to certify that you have done this before you can submit your travel request.
   c. In addition to entering the travel information in Concur, you must also update your student profile in Concur to include a mobile phone number and email address where you can be reached while traveling. You will then need to respond to a verification request from your phone and email account.

3. Items to email to Janine Calogero (Department manager, German)
   a. A brief biography (Due April 26): Your bio should contain your major or intended major, your certificate (if you know what that might be) and what you like to do in your spare time. The bio should be no more than two to three sentences.
   b. A copy of your airline itinerary (Due May 24)
   c. A copy of the picture page of your passport. This page contains your passport number and birthdate. (Due May 24)

4. Drop off at 203 East Pyne a hardcopy of your completed and signed Medical Form and your immunization record in a sealed envelope. (If we do not have these forms prior to departure, you will not be allowed into the dorm in Munich.)