

**OFFICE OF CAREER COUNSELING**  
**Eligibility, Application and Selection Process for Travel Stipend**  
**(Unpaid Internships ONLY)**

**Stipend:** \$150.00 per student.

**Eligibility:**

- SLC matriculated undergraduate students in good academic standing may apply (current, full-time students only). Graduate students are not eligible.
- Internships must take place during the fall or spring semester. Summer internships are not eligible.
- Open to sophomores, juniors, and seniors. First-year students are not eligible.
- Travel stipends are for **unpaid internships only**. Internships that provide a lunch stipend, travel stipend, etc., do not qualify.
- Internships abroad are not eligible.
- Students can only receive travel stipend assistance once during their undergraduate studies.

**Application Process:**

**Step 1:** Student completes, signs and submits a Travel Stipend Application to The Office of Career Counseling. Student must provide a copy of their internship description along with the application.

**Step 2:** The Office of Career Counseling will contact the Internship Supervisor in order to verify the internship is unpaid.

**Step 3:** The Office of Career Counseling will verify the student's financial need with The Office of Financial Aid, as well as verify the student's academic standing, class year, etc. with the Dean of Studies Office.

**Step 4:** The Office of Career Counseling will notify the student by email if selected to receive the travel stipend.

**Step 5:** Student will provide travel receipts and a travel log (provided) at end of each month promptly to the Office of Career Counseling, Bates 2S. Career Counseling will then process paperwork to reimburse student. Travel logs will be accepted until total expenses reach \$150.00.

*\*Funds will be distributed at the discretion of The Office of Career Counseling.*

*\*If the student does not complete the internship in a satisfactory manner, The Office of Career Counseling will charge the student's account for funds provided.*

**Selection Process:**

- Financial need is a factor in the selection process. Students have the option to provide an explanation for their request for the travel stipend.

*Although we would like to help all students with travel expenses, due to limited funds, The Office of Career Counseling can only accommodate a limited number of students for partial reimbursement of travel expenses.*

***Applications are considered on a first come, first served basis.***

Questions?

Contact Anne Marie Damiani, Associate Director, at [adamiani@sarahlawrence.edu](mailto:adamiani@sarahlawrence.edu)

Thank you!