



**Admission Offer Response Form**  
**Public Policy and International Affairs (PPIA) -**  
**Junior Summer Institute at Carnegie Mellon University**

Please complete this form and return it to David Eber via email ([deber@cmu.edu](mailto:deber@cmu.edu)) no later than the **Response Deadline** listed in your offer of admission.

*Please type/print all requested information:*

Name: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

School Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

I will be at the above address until {MM/DD/YY}: \_\_\_\_\_

By signing below, I accept the offer of admission to Carnegie Mellon University's PPIA Junior Summer Institute. (If you are accepting the offer of admission, you must also read, sign and return the attached "PPIA Program Student Contract: Policies and Procedures", the COVID-19 Vaccine Attestation, and Publicity Release Form.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please keep us informed of any changes to your contact information so that we may keep in touch with you. Also, please do not hesitate to contact our office if you have any questions by emailing or calling David Eber ([deber@cmu.edu](mailto:deber@cmu.edu) or 412-268-3347).



## **Public Policy and International Affairs (PPIA) Junior Summer Institute PPIA Program Student Contract: Policies & Procedures**

This contract acknowledges that \_\_\_\_\_ (your name) has been accepted as a participant in the Public Policy and International Affairs (PPIA) Junior Summer Institute at Carnegie Mellon University's H. John Heinz III College. The PPIA Program is dedicated to providing students with an opportunity to learn and improve the quantitative, analytical, and communication skills that are essential to succeed in a master's degree program in Public Policy or International Affairs. When students agree to participate in PPIA, they agree to the policies and procedures of Carnegie Mellon University, <http://www.cmu.edu/policies/index.html>, as well as the Heinz College's PPIA Program policies outlined below.

### **Expectations for PPIA Program Participants:**

- Attend ALL classes, lectures, workshops and events. Classes are held Monday-Friday. Each class meets from 3 to 6 hours a week. Each course will require 10-12 hours per week of work (including lectures, meetings, homework, etc.).
- Mandatory events will be held on certain weekends.
- Arrive on time and be attentive to ALL classes, lectures, workshops and events.
- Follow the instructions given by administrators, instructors, guest lecturers and staff.
- Complete all academic work and assignments associated with the PPIA program on time, including group assignments.
- Live in on-campus housing provided by PPIA and abide by all University housing policies and procedures.
- Maintain an atmosphere of respect for the opinions, background, culture, age, ethnicity, gender, and sexual orientation of all administrators, instructors, guest lecturers, and fellow program participants.
- Treat others as colleagues and not as competitors, to encourage others by setting a good example, and to work in equal and fair partnership with your colleagues on group assignments.
- Ask questions and participate actively in discussions both in class and outside the classroom.
- Respect and care for university property, including but not limited to bearing responsibility for any damage or loss.
- Refrain from employment or other time-consuming commitments during the duration of the seven-week Junior Summer Institute.
- Adhering to the CMU COVID-related policies (vaccination, reporting/ communication, duration of quarantine, testing requirements, etc.) at the time of enrollment, including completing the CMU COVID-19 Vaccine Attestation form (attached).

### **Benefits PPIA Fellows can expect:**

The following payments to be made directly to suppliers by Carnegie Mellon University (in-kind payments):

- o Required books and related course materials.
- o One round-trip airline ticket arranged by the University's travel agent (between Pittsburgh, PA and your home or university address).
- o University housing (double room occupancy).

- o University parking pass (if bringing a car to campus for the duration of the program).

The following payments to be made directly to fellows by Carnegie Mellon University (non-qualified scholarship payments):

- o Stipend of \$1,000. The stipend is payment for the fellows to help with living expenses during enrollment in PPIA in lieu of pursuing a job that would have paid them a salary.
- o Meal allowance of \$1,500.
- o Reimbursement of round-trip mileage and tolls *if driving personal vehicle for the duration of the program*. Mileage and toll reimbursements only apply for travel to and from Pittsburgh and do not cover any mileage driven while in residence in Pittsburgh. Mileage will be reimbursed at the current IRS-approved Federal rate of \$0.56/mile.

The above amount totaling \$2,500 will be paid in two separate payments. If you submit the requested information forms on time (details will be sent later if you accept your offer), you will receive the first payment prior to your arrival in the amount of \$2,000 (50% of the stipend amount, which is \$500, plus 100% of the meal allowance, which is \$1,500). The second payment will be in the amount of \$500 (the remaining 50% of the stipend), which you will receive approximately four weeks after the program ends.

**As a PPIA Fellow, you are also responsible for the following:**

- If you are going to be late or miss any class, event, or activity, you must contact Gladys Perez Sriprasert, Director of PPIA, prior to the class, event, or activity. Otherwise, your absence or tardiness will be considered an unexcused absence.
- If you make any changes to your flight or travel plans, you are responsible for all additional costs and fees.
- If you lose your dormitory keys, you are responsible for the associated costs and replacement fees.
- If you lose your Carnegie Mellon University ID card, you are responsible for paying any associated fees.

You also understand that you can be dismissed from the PPIA Junior Summer Institute for violating any of the above policies or responsibilities. All decisions to dismiss are made by the Associate Dean Jackie Speedy or her designee and are final.

By participating in PPIA, you also allow your PPIA application and records to be used by Carnegie Mellon University for recruitment and research purposes and authorize Carnegie Mellon University to periodically obtain updated contact information from educational institutions that you have attended or may attend in the future.

My signature below acknowledges that I have read and understood the above, and that I freely commit to abide by this contract.

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Print Name

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Signature

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Date

# Carnegie Mellon University

## COVID-19 Vaccine Attestation

Name: \_\_\_\_\_  
(Print Last, First, MI)

Date of Birth (MM/DD/YY): \_\_\_\_\_

Andrew ID (If applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### COVID-19 Mitigation Requirements:

In accordance with Carnegie Mellon's COVID-19 mitigation policies, **everyone participating in programs, events or accommodations on the university's campus age 5 and older is required to be either fully vaccinated\* against COVID-19 or, if not fully vaccinated, must have received a negative COVID-19 test result within three days prior to coming on campus.** For recurring events/programs/accommodations, unvaccinated individuals must be retested on a weekly basis, for each week in which the individual is on campus. **\*To be considered "fully vaccinated" a person must receive a booster shot within 60 days of becoming eligible for the booster, in addition to the initial dose(s) of vaccine.**

In addition, everyone must adhere to all COVID-19 mitigation requirements. The current COVID-19 mitigation requirements are available at <https://www.cmu.edu/coronavirus/>. The university reserves the right to revise these mitigation requirements, as deemed necessary.

### Attestation:

I attest that I (or my minor child, as applicable) have/has been fully vaccinated against COVID-19 or will receive a negative COVID-19 test within 3 days of the coming to the Carnegie Mellon campus (and weekly negative COVID-19 tests for unvaccinated participants in events/programs/accommodations longer than 1 week). I further attest that I have reviewed the COVID-19 mitigation requirements at <https://www.cmu.edu/coronavirus/> and I agree that that I (or my minor child, as applicable) will comply with these requirements.

### Check applicable box:

☐ Janssen vaccine

Date of vaccinations: \_\_\_\_\_

☐ Pfizer vaccine

Dates of vaccinations: \_\_\_\_\_

☐ Moderna vaccine

Dates of vaccinations: \_\_\_\_\_

☐ AstraZeneca vaccine from one of the approved manufacturers listed below

☐ AstraZeneca/SKBioscience Co. (Republic of Korea)

☐ AstraZeneca/Serum Institute of India Pvt. Ltd., brand name Covishield

☐ AstraZeneca AB, EU, brand name Vaxzevria

Dates of vaccinations: \_\_\_\_\_

☐ Sinopharm vaccine from Beijing Institute of Biological Products (BIBP)

Dates of vaccinations: \_\_\_\_\_

☐ Sinovac vaccine

Dates of vaccinations: \_\_\_\_\_

☐ Unvaccinated

Unvaccinated participants in recurring events/programs/accommodations on CMU's campus must have received a negative COVID-19 test result within three days prior to coming on campus, in addition to being retested on a weekly basis, for each week in which the individual is on campus.

I further attest that I have accurately and truthfully provided the information above. I also understand that CMU may request documentation of my vaccination status (e.g., a copy of my vaccine card) or justification for my exemption to the COVID-19 vaccine.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian (if under age of 18)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Parent/Legal Guardian (if under age of 18)**



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301 19th Avenue South  
Minneapolis, MN 55455

ppia.office@ppiaprogram.org  
ppiaprogram.org

I, \_\_\_\_\_ hereby grant to The Public Policy and International Affairs Program (PPIA) and/or anyone acting on its behalf permission to:

(1) Photograph, film and/or otherwise record my name, likeness, image, voice and comments during the course of my Junior Summer Institute and PPIA sponsored events, and publish, reproduce, exhibit, distribute, broadcast, edit and/or digitize the resulting images and materials in publications, films, telecasts, websites and/or other public forums for any purpose consistent with PPIA's status as a 501(c)(3) tax-exempt organization that PPIA deems appropriate, including for purposes of its promotion and advancement, and

(2) Publish, reproduce, exhibit, distribute and broadcast in publications, films, telecasts, exhibitions, websites and/or other public forums, any one or more of the following: all images of me referenced in above, and the fact that I am a PPIA Fellow.

(3) Receive from members of the PPIA Graduate School Consortium information, including my full name, demographic data, status as a graduate school applicant, and my enrollment status in any of their graduate degree programs. I understand that the information collected will only be for data re- porting by PPIA and no identifying information will be made public.

I hereby release PPIA and/or anyone acting on its behalf, from any claim, liability, or obligation in connection with the above matters, including claims for defamation, invasion of privacy and copyright infringement.

I understand and agree that I will not receive any payment, royalties or other compensation as a result of the permissions and releases granted or made by me above and that I have no right to enjoin development, production, distribution or exploitation of the above-referenced information, images, and materials. If any provisions of these permissions and releases are declared illegal or unenforceable, the remaining provisions shall be deemed severable and shall remain valid and binding. I certify that I am (i) an adult and competent to make this decision, and (ii) agreeing to these permissions and re- leases voluntarily, having read and understood them, with the intent to be legally bound.

I understand that I may withdraw my permissions at any time by submitting my request to withdraw by email to ppia.office@ppiaprogram.org.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_