



2010-2011 Academic Year Fellowship Application

4520 Montgomery Blvd. NE, Ste 1B • Albuquerque, NM 87109
(505) 881-4584 • Fax: (505) 884-0427 • www.aigcs.org

ELIGIBILITY REQUIREMENTS

The American Indian Graduate Center, Inc. announces the availability of graduate fellowships for the 2010-2011 Academic Year (AY), for American Indian and Alaska Native students from federally recognized United States tribes. AIGC was founded in 1969 to help open doors to graduate education and help tribes obtain the educated professionals they need to become more self-sufficient and exercise their rights to self-determination. To be considered for an AIGC fellowship the applicant must be:

- Pursuing a master, doctoral or professional degree as a **full-time student** at an accredited graduate school in the United States **and**;
- Able to demonstrate financial need **and**;
- An enrolled member of a federally recognized American Indian tribe or Alaska Native group, or possess one fourth (1/4) degree federally recognized Indian blood.

APPLICATION PROCESS

Enclosed are the application materials for the 2010-2011 AY (This application does not include Summer 2010). You must complete all sections with teal-colored lettering and submit appropriate documents as requested. **This packet includes:**

- I. Application and Essay Request
- II. Financial Needs Form (FNF)
- III. Tribal Eligibility Certificate (TEC)
- IV. Three Acknowledgement Postcards (for the Application, FNF and TEC).

Part I: AIGC Application with \$15.00 Application Fee and Essay

Deadline Date: Tuesday, June 1st, 2010

1. Complete all teal-colored sections of the application.
2. Provide a typed, 500-word, double spaced essay. Please read the details on application form. Essays are used for additional funding resources.
3. **First time applicants only:** A \$15 one-time application fee (**Check or Money Order**) is due with your application. If you paid the \$15 fee in a prior year and were **not awarded you do not have to pay the fee again**. Please indicate which year you applied, so we can locate that information.

4. Check list for application process:

- The completed application form
- \$15 application fee (see number 3 in Part 1)
- Essay (topic on back side of application form)
- Three self-addressed & stamped postcards

These documents must be in the AIGC office by June 1st, 2010 for the 2010-2011 Academic Year.

Part II: Financial Need Form (FNF)

Deadline Date: Friday, July 9th, 2010

AIGC must receive a Financial Need Form for the 2010-2011 (AY) directly from your educational institution's Financial Aid Office, **by July 9th, 2010**.

You must complete the Free Application Federal Student Aid (FAFSA) form (www.fafsa.ed.gov) and apply to the financial aid office of the university you will be attending, **before June 1st, 2010**.

Part III: Tribal Eligibility Certificate (TEC)

Deadline Date: Friday, July 9th, 2010

AIGC must receive your completed TEC directly from the Tribal Enrollment Office or Bureau of Indian Affairs no later than **July 9th, 2010** for the 2010-2011 AY.

A Tribal Eligibility Certificate, or other tribal document, completed or forwarded by the applicant, will not be accepted. **AIGC will accept Tribal Eligibility Certificates faxed from the tribal office to meet the deadline, but the original must be forwarded to AIGC. AIGC reserves the right to validate all enrollments.**

PART IV: Postcards

Print your name and current address and affix postage to each postcard. AIGC will mail each postcard back to you to acknowledge receipt of Application, FNF and TEC also to confirm that all forms are complete and valid.

Notifications of Awards/Denials

Fellowships are **awarded annually**, in August, for the upcoming academic year. All applicants are **notified** by mail of award or denial. No information will be given over the phone - **NO EXCEPTIONS**. If awarded, you will receive instructions and a list of documents required to complete the award process.

Automatic Denial

Failure to comply with **all** parts of this process, as described above, and all deadlines required for applicant eligibility will result in automatic denial of your application.

Additional Information

1. Institutional Accrediting Bodies: Students funded by AIGC **must** attend a university accredited by one of the national or regional accrediting associations listed below, in order to be eligible for funding:

- Middle States Association of Colleges and Schools, **MSA**.
- New England Association of Schools and Colleges, Inc.- Commission on Institutions of Higher Education, **NEASC-CIHE**.
- New England Association of Schools and Colleges, Inc.- Commission on Technical and Career Institutions, **NEASC-CTCI**.
- Higher Learning Commission of Colleges and Schools, **HLC (formerly North Central Association, NCA)**.
- The Northwest Association of Schools and Colleges, **NASC**.
- Southern Association of Colleges and Schools/Commission on Colleges, **SACS-CC**.
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities, **WASC-Sr**.
- American Medical Association, **AMA** (all medical students are funded by AIGC).
- American Bar Association, **ABA** (all law students are funded by AIGC).

2. Periods of Eligibility: The following degrees indicate the number of terms AIGC is allowed to fund a graduate student:

- **Master's Degree:** Two academic years (four semesters or six quarters), **MFA:** Three academic years (six semesters or nine quarters).

- **Doctoral Degree:** Four academic years (eight semesters or twelve quarters).
- **Medicine, Osteopathic Medicine, Dentistry, Chiropractic and Veterinary Degrees:** Four academic years (twelve semesters or sixteen quarters including mandatory summer semesters).
- **Law Degree:** Three academic years (six semesters or nine quarters).

Pharmacy/pharmacy assistants and physician assistants must complete a minimum of 125 undergraduate semester hours of earned credit to be eligible for a graduate fellowship.

3. Students Seeking Second Masters or Second Doctoral Degree are not eligible for funding by AIGC, due to limited funds available for American Indian and Alaska Natives pursuing their **first** masters or first doctorate degree. Includes any other professional degrees.

4. Continuing Students will be contacted by AIGC to complete a separate application process. If you have not received a renewal packet from AIGC, please contact our office at 1-800-628-1920 or email marveline@aigcs.org.

5. Deadlines: We **recommend** that you contact AIGC prior to the deadlines to confirm that all application documents have been received. We suggest that you mail application materials *Certified/Return Receipt* or *Overnight Delivery*. Omission of any of the required documents will render the application incomplete. Please refer to Part I, number 4 for application process checklist. Due to funding constraints, we are not able to pay postage due on any deliveries. Please ensure that all application materials are sent with sufficient postage.

6. Change of mailing address or other information: It is **YOUR** sole responsibility to notify AIGC of any change of address, telephone number or email address, **failure to do so my result in denial or cancellation of award.** If any changes need to be reported, please contact our office by phone 1 (800) 628-1920 or email: marveline@aigcs.org.

7. Application Fees: An insufficient funds check will render an application ineligible. Ensure your **check or money order** is securely attached to your application.

Questions concerning the application?
Call 505-881-4584 or email marveline@aigcs.org.
Application is on-line at www.aigcs.org



Mail Applications to:
4520 Montgomery Blvd. NE, Suite 1-B
Albuquerque, New Mexico 87109
Telephone: (505) 881-4584
www.aigcs.org

2010-2011 AY APPLICATION FORM

Deadline: Tuesday, June 1st, 2010

INSTRUCTIONS: Applications must be legible. Please read all application materials thoroughly before completing this application. Do not forget to include your application fee of \$15.00 (Check or Money Order ONLY), if you are a first time applicant. Applications that are incomplete or unsigned will be returned to you.

THIS APPLICATION FORM IS ONLY VALID FOR THE 2010-2011 ACADEMIC YEAR!

A. ACADEMIC PERIOD FOR WHICH YOU ARE APPLYING:

CHECK ONLY ONE: 2010-2011 AY
2010-2011 Partial Year, Please Specify: Fall Winter Spring

Previous students please provide year, so we may locate your previous information.

Have you ever been funded by AIGC? Yes No If yes, term and year?

Have you ever applied to AIGC? Yes No If yes, term and year?

B. PERSONAL INFORMATION

SSN: Last Name: First Name: MI:

Former Name(s): Date of Birth: Gender: Male Female

Current Mailing Address: PO Box/Street Address City State Zip

Permanent Mailing Address: PO Box/Street Address City State Zip

Home Phone: Cell Phone: E-mail:

C. EDUCATION HISTORY

1. High School (check one)

- Public Mission
BIA Private
Tribal Contract Other

2. Bachelor's Degree: Cumulative GPA:

University:
Field of Study:
Degree Received:
Graduation Date:

D. PREVIOUS GRADATE STUDY

List all graduate schools attended in the past. DO NOT include information on the current graduate program for which you are requesting assistance. (Please list additional schools on a separate sheet of paper.)

Graduation Date:
Degree Received:
University:
Major Field of Study:

For AIGC Use Only:
Date Received:
Check/MO#:
Date Postcard Sent: Initials:
Date Entered Into Database:
Initials:

E. PRESENT GRADUATE DEGREE PROGRAM

CURRENT GRADUATE DEGREE PROGRAM PURSING: This section is to include only information on the graduate or professional degree you are presently pursuing (or are about to begin) this 2009-2010 AY.

University (Include City & State): _____

Type of Degree you will earn (Circle One): M.A./M.S./J.D./M.D./Ed.D. /Ed.S. /Ph.D. or other: _____

Major Field of Study: _____ Expected Graduation Date: _____

F. ESSAY

Please submit a 500-word typed, double spaced essay that describes your vision and personal goals as an American Indian or Alaska Native citizen. Essay should include your achievements in leadership, community service, extra curricular activities and giving back to your community. Essay is used for additional funding resources. Use the following objectives as guidelines.

- Extra curricular activities as they relate to involvement in American Indian programs at your institution.
 - Volunteer/Community work as it relates to American Indian communities.
 - Tribal/Community involvement. How you helped your tribe, family or community.
 - Making positive changes in the American Indian community with your college education.
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G. PHOTO REQUEST

Please submit a portrait photo of a good quality for use in newsletters and other AIGC publications (preferably one with traditional attire or within your school work environment). Digital photos are preferred. Original print photos are acceptable. DO NOT submit a plain paper copy of a photo. *This request is optional and does not affect your eligibility to receive an AIGC Fellowship.*

CERTIFICATION

Information requested by the American Indian Graduate Center, Inc. on the Application Form, the Financial Need Form and the Tribal Eligibility Certificate is provided by the student applicant, pursuant to Public Law 93-579 (Privacy Act of 1974). Although submitting personal information is voluntary, failure to supply the requested information may preclude an applicant from being eligible for assistance under this program. This information is required to determine your eligibility for an AIGC scholarship from the BIA contract (or private) scholarship funds, as well as your financial need. This information will also be used for reports and auditing purposes.

"I hereby certify that the above information on this form is true and complete to the best of my knowledge. I consent to the release of this information to other agencies and persons, as necessary, to determine my eligibility, budget and financial need. I understand that any grant awarded will be disbursed through a university and cannot be sent directly to me. I also understand that I will be included in AIGC's database and my name, address and telephone number may be given out for other possible scholarship sources, job prospects and opportunities. My signature constitutes permission for AIGC and affiliates to access my academic records."

Meeting Deadlines: I understand it is my sole responsibility to call AIGC's office to confirm that all documents have been received by the deadline dates. (Please do not wait until the deadline date to follow up on document submissions). **AIGC CANNOT accept any 2010-2011 AY applications that are faxed (original signature is required on this form.)** I also understand that I must notify AIGC of my change of address, telephone number and email address at any given time; not doing so may jeopardize my eligibility for funding. By signing this application, I affirm that I have read and understand all requirements and will abide by all AIGC policies.

APPLICANT'S SIGNATURE: _____ DATE: _____

IMPORTANT DEADLINES-Late Documents will not be accepted-NO EXCEPTIONS!

June 1st, 2010 - Application (must have original signature), \$15.00 application fee and essay.

(No pre-dated applications will be accepted)

July 9th, 2010 - Financial Needs Form (FNF) and Tribal Eligibility Certificate (TEC)



Financial Need Form (FNF) 2010-2011 AY

For AIGC Use Only:
Date Received: _____
Date Postcard Sent: _____
Initials: _____
Date Entered Into DB: _____
Initials: _____

Part 1. To be completed by student and forwarded to a university financial aid office. Please read all instructions carefully.

SSN: _____ Name: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: (____) _____

"I understand that I must apply for Federal Financial Aid and campus-based aid and agree to do so no later than June 1, 2010. I am responsible for contacting the AIGC office, prior to July 9th to confirm that this form has been received by AIGC for the 2010-2011 AY. If **I DO NOT** comply with the AIGC Fellowship Criteria, I understand my application will be denied". **Release of Information:** I authorize the institution represented below to provide any/all information requested to AIGC in order to evaluate my student financial need (including revisions) throughout the academic period covered in this application.

Applicant's Signature: _____ Date: _____

Indicate the academic period for which you want the college financial aid office to provide budget information.

2010-2011 AY (Sept.-May/9 month period ONLY) or **2010-2011 Partial Year** specify: Fall Winter Spring

PART 2. FINANCIAL AID OFFICE: Complete Part 2 for the period checked above. The final deadline for this form to be in AIGC's office is July 9th for the 2010-2011 AY **NO LATE EXCEPTIONS**. Faxed FNFs will be accepted, please forward original. **Please estimate cost & resources if student's file is not complete by AIGC's deadline.** We cannot consider the student's application until AIGC receives this completed form. See reverse side for further instructions.

Budget Period: Check only one.

Academic Term of Student's Program:

Academic Year: Aug/Sept 2010– May 2011

Please check one: **Semester** **Quarter**

2010-2011 Partial Year, Specify: Fall Winter Spring

Cost of Attendance:

Tuition	\$ _____
Fees	_____
Book & Supplies	_____
Room & Board	_____
Personal/Miscellaneous	_____
Transportation	_____

TOTAL COST: \$ _____

Campus-Based Aid and Other Resources:

Perkins	\$ _____	Parental Contribution	_____
Stafford	_____	Student Contribution	_____
Work Study	_____	Indian Health Service	_____
Scholarship	_____	Assistantship	_____
School Grant	_____	Other Loans	_____
Tuition Waiver	_____	Other Grants	_____
Tribal Assistance	_____		

TOTAL RESOURCES: \$ _____

UNMET NEED: \$ _____

The following questions must be answered:

Has student applied for the free application for federal student aid (FAFSA) form and/or campus-based aid? _____

Comments: _____

University: _____ FAO Print Name: _____

Address: _____ Signature: _____

City/State/Zip: _____ Title: _____

FA Office Phone: (____) _____ Date Signed FNF: _____

Fax: (____) _____ Email: _____

**Mail original to: AIGC 4520 Montgomery Blvd. NE, Suite 1-B, Albuquerque, NM 87109 or Fax to: (505) 884-0427
Deadline: July 9th, 2010**

FOR INFORMATION & INSTRUCTIONS

I. The AIGC Fellowship Program

The American Indian Graduate Center (AIGC) is a national, non-profit organization that awards fellowship grants to qualified American Indian and Alaskan Native students attending nationally accredited graduate and professional schools on a full-time basis.

AIGC funds are from federal and private sources. Our contract with the Bureau of Indian Education (BIE) requires AIGC to obtain the following documentation directly from each student's financial aid office: student's budget (cost and resources), unmet need, and confirmation of the student's free application for federal student aid (FAFSA) form and college campus-based aid by June 1st, 2010.

AIGC is a supplemental aid program; therefore, students are required to complete the Free Application for Federal Student Aid (FAFSA) and campus-based aid, including Stafford loans. Whether a student accepts or declines any loan is up to the student. The AIGC fellowship award is based upon the information we receive from the college financial aid office. The amount of the award is final.

Students may copy this form if *Financial Need Forms* are needed for additional institutions.

II. Special AIGC Rules Regarding Financial Aid

In calculating a student's unmet need, AIGC uses the following formula:

$$\text{Cost of Attendance (COA) - (minus)} \\ \text{Resources/Contributions = Unmet Need}$$

LOANS: If the student accepts disbursement of loans, the loan amount must be counted as part of the student's resources, but the AIGC award will not be reduced as long as total resources (including any AIGC award) do not exceed costs.

CWS: If College Work Study (CWS) is awarded, it will be counted unless the student's advisor or department recommends that the student not accept CWS because of their academic load. If CWS is considered income for the next (AY), it will not be counted as a current resource. AIGC requires a letter from the advisor or department that verifies such a recommendation.

III. Completing Part 2 (on reverse A through H) By Financial Aid Officer

Students may apply to AIGC for any of the following academic periods, but AIGC must receive **separate** AIGC Financial Need Forms for each academic period:

- (1) Nine month (AY) (Sept.-May) and
- (2) Part of the (AY) (1 or 2 quarter's only or 1 semester only).

Please fill in **all** blanks. Please indicate the student's academic term, since AIGC award checks are disbursed to your office according to these terms.

Fill in amounts for "Costs" and "Resources" for the student.

Verify the student's unmet need through your office.

All questions **must be answered for the student to be eligible for an AIGC award**. If the student **does not** apply for the 2009-2010 Free Application for Federal Student Aid (FAFSA) form and campus-based aid **he/she will be denied**.

Please complete the entire portion of University and Financial Aid Officer's information. Your signature is required on this form before processing. AIGC award checks will be disbursed directly to Financial Aid Offices after verification of student's eligibility.

~~~~ IMPORTANT DEADLINE ~~~~

DEADLINE: THIS FORM MUST BE IN THE AIGC OFFICE BY 5 p.m., on JULY 9th, 2010, FOR THE 2010-2011 Academic Year. Even if this student's financial aid package is not complete by these dates, please estimate as much information as possible. AIGC will be making its final awards for the 2010-2011 AY in mid-August. This form, or any revisions to this form, must be filed with AIGC's office, for the student to be eligible for a fellowship. **The financial need form can be faxed to AIGC to meet the final deadline date, please forward original.**

If a student is over-awarded (receiving more funds than student's total costs), the full AIGC award must be refunded, since the AIGC award is supplemental aid. Please call AIGC at (505) 881-4584 if you have any questions.

