



### **AIGC Online Application Instructions:**

It is important to review and understand the information on this page as all information contained herein is enforced by AIGC staff.

**To Create a User Account: Sign Up or Sign On:** To **Sign Up**, please provide a current and actively used email address; this is also your Sign-In ID. A verification email will immediately be sent to this address. Check your email for this link. Should you not receive the email, please contact AIGC for assistance. The **password** must be 8 characters long and contain at least 1 digit (number), 1 upper case letter and 1 lower case letter. It is encouraged to write down the password; however, it can be retrieved via the *trouble signing in* link on the sign up or sign in page.

Applicants and all References will need to create a Sign-In ID using these same instructions.

**To Begin:** You will land on the [AIGC OAS](#) landing page. Click first on the link, “**General Application**” to begin the application process.

**General Application:** The AIGC OAS will direct you through several questions on the General Application. It is important to note that the General Application **is not** an application to any AIGC opportunity; rather, it is a demographic collection tool used to qualify you for Opportunities. This is also the page where you will update all personal information for the duration of your AIGC funding.

**Opportunities:** Once you complete the general application, you will be guided toward all opportunities for which you are eligible to apply. Each opportunity requires additional information that can be provided or uploaded directly to the AIGC Online Application system. Below are the additional criteria for each of the opportunities.

**References:** Not all opportunities require a reference. Each opportunity that does require references has its own set of questions and is due on the application deadline date/time, so don't wait until the final day to submit their contact information. References must Sign-Up for an OAS account. AIGC does not accept letters of recommendation – all recommendations must be submitted online. Please notify your recommenders that they will receive an email from [fellowships@aigcs.org](mailto:fellowships@aigcs.org) and to check junk mail or spam accounts for this email. It can be resent via your account if needed.

**Status:** Applicants can view the status of an application for any opportunity at any time by revisiting the OAS and logging in with the sign-in information provided during the initial application process. There are several statuses with directions posted. It is important to visit the AIGC OAS prior to contacting AIGC for information.

*A note about deadlines: all posted deadlines are 11:59:59 PM Central Daylight Time; the AIGC OAS will not accept opportunity specific responses after the deadline – this included references. Please do not wait until the deadline date to begin an application as you may need to locate supporting information and you want to give yourself ample time to submit the most complete application possible.*



**Opportunity Specific Requirements:** The AIGC Online Application system will direct you through several questions on the General Application. It is important to note that the General

Application **is not** an application to any AIGC opportunity; rather, it is a demographic collection tool used to qualify you for [Opportunities](#).

**General Application:** This information is required of all AIGC applicants; however, further information is needed for each opportunity

\* Please scroll over the circled *i* to read additional instruction for each of items in the AIGC OAS

- Enter your Social Security Number – will be encrypted and is required
- Enter your given name as it appears on your college and university paperwork as well as your tribal documentation
- The Date of Birth must match the date of birth on your Tribal Eligibility Certificate
- The mailing address will be the primary address to which AIGC will mail non-email correspondence – may be updated at any time
- The email address will be the primary source of correspondence between AIGC and applicants/recipients – may be updated at any time
- Please enter the name of your most recent university as it appears on your transcripts
- Enter the classification only if you are a degree seeking student. Non-degree seeking students are not eligible for AIGC funds
- AIGC only funds full-time students. This is verified with the submission of Verification of Enrollment from your institution. AIGC does not accept National Clearinghouse data. Your institution should provide you verification.
- AIGC will update the Anticipated University Classification, Major Fields of Study and University Degrees on a regular basis. Select the one that best fits your situation
- AIGC applicants are required to apply for institutional aid and submit a Free Application for Federal Student Aid (FAFSA)
- AIGC receives regular requests for photographs from donors. Please upload a picture of you, alone, suitable for publication
- Read the notes about deadlines, authorization and signature before signing the document

**IMPORTANT: AT THIS POINT, YOU *HAVE NOT* COMPLETED AN APPLICATION FOR ANY AIGC OPPORTUNITIES**

Go on to **OPPORTUNITIES** via the **OPPORTUNITIES** tab or select the link below the large green circle with the checkmark that reads, “Recommended opportunities”

**All AIGC Opportunities:** additional questions for each opportunity are listed under the corresponding Opportunity’s tab.

\* Please note that each opportunity has a series of additional questions to complete the application.

\* Each opportunity has its own deadline; without exception, AIGC will not extend deadlines. Be sure to review each opportunity deadline that you wish to apply for.

**Contact AIGC:**      [fellowships@aigcs.org](mailto:fellowships@aigcs.org)      1-800-628-1920 or 505-881-4584