



FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

School of Graduate Studies and Research (SGSR)

Application for Graduate Funding

Due by May 1 for Continuing Student Funding and by August 1 for New Student Funding

Thank you for your interest in graduate school and graduate funding. The purpose of this application is to allow you to apply for an **assistantship for one academic year (9 months)** and/or to apply **for tuition assistance** for the fall and/or the spring semester(s) of each academic year in your prospective or current program of study.

Interested graduate students must apply for assistantship and/or tuition assistance each year; however, completing this application does NOT guarantee funding because all graduate funding is competitive and merit-based. Also, summer funding is generally not available. Thus, all funding (assistantships, fellowships, stipends, and tuition waivers) provided by the SGSR and/or your College or School is **contingent upon the availability of funds** and upon the following requirements:

- **For continuing students**, applications must be submitted to your school or college by **May 1 for renewal funding** for continuing students and **August 1 for initial funding for new students**. Late applications will NOT be accepted or considered;
- You must be or will be a **regular, enrolled, full-time student**, who registers for a **minimum of nine (9) graduate credit hours for both the fall and spring semesters**, and a **minimum of six (6) graduate credit hours during the summer semester** (unless you are approved for an underload). Special permission may be obtained for part-time enrollment during the thesis or dissertation writing stage or during **one** summer semester, prior to graduation; however, all students must be continuously enrolled in school to receive university funding.
- You must maintain a **3.0** or higher grade point average (GPA);
- You cannot be employed elsewhere (on or off campus) and receive university funding assistance without prior written approval of the program director/chair, dean of your College or School, and the dean of the SGSR; and,
- You must not engage in unethical conduct or unprofessional behaviors in violation of the FAMU student code of conduct.

Check One	<input type="checkbox"/> New Student	<input type="checkbox"/> Continuing Student
Academic Year (EX: 2016-2017)		
Check Type(s) of Funding Requesting	<input type="checkbox"/> Waiver (waive a portion of tuition) <input type="checkbox"/> Fellowship (used to pay a portion of tuition) <input type="checkbox"/> Graduate Assistantship (must work and complete employment documents) <input type="checkbox"/> Title III Funding (STEM Only) <input type="checkbox"/> Other Funding	
Name (Last, First)		
Student ID # (if returning FAMU student)		
Email Address		
Contact Number		
Undergraduate Degree		
Master's Degree (if applicable)		
Tuition Status	Circle one: In-State	Out-of-State
Current Grade Point Average		
Are you a full-time state employee or full-time FAMU employee?		Do you plan to participate in the tuition program for full-time state and FAMU employees?
Will you receive any outside funding for this academic year?	Circle one: Yes* No <small>*Please note that outside funding awarded through the Office of Financial Aid may impact the tuition assistance you receive from the SGSR.</small>	
Letters of Recommendation (LOR) First time applicants only!!	Two LORs are to be provided with the completed application. The references can be from former employers or any professor (and may include your proposed research professor). The LORs must be completed by May 1 for current student funding and August 1 for new student funding and must include an email address and telephone number of the recommender. (Please note: Continuing students are not required to submit LORs after the first year unless they are applying for funding in a different degree program).	

Requirements for Master's and Doctoral Students:

- List your major academic honors, memberships, publications, professional papers, and presentations (attach an additional sheet if necessary).

- Submit a copy of your most recent CV.
- If applying for a graduate assistantship, provide any additional information that you consider important to your employment as a graduate assistant.

Additional Requirements for Doctoral Students:

- Statement of Intent. Doctoral applicants must write a personal statement of intent and attach it to this application. The statement of intent should include:

Initial Funding Request Applications

- 1) An introduction explaining your career goals and objectives for the doctoral degree, personal characteristics, and academic preparation that have prepared you to pursue doctoral training as well as your research goals;
- 2) Prior research experience activities, any presentations, or publications (accepted or not accepted) derived from your research; and,

- 3) Identify a professor who you would select as your research and professional mentor and explain why you selected this professor to assist you in meeting the career and research goals desired.

Renewal Funding Request Applications

- 1) Include an abstract describing your current research.
 - 2) Identify the professor who serves as your major professor or graduate advisor. Please indicate how often you met with him or her during the previous year, and how often you plan to meet during the upcoming year.
 - 3) If you changed major professors during the previous year, explain why the change occurred and how it will affect your progress.
- By the 3rd year of funding, provide evidence of successful submission and acceptance for publication in a peer-reviewed journal on research conducted;
 - By the 4th year of funding, provide proof of grant writing and/or applications you have submitted for fellowship programs such as McKnight Dissertation Fellowship or a similar program; and,
 - Returning graduate students funded by SGSR, along with your major advisor, must complete the Graduate Student Annual Progress Report by **April 1st** of each year. **This is a requirement for master's and doctoral students to receive continued funding.**

Please read and initial the following:

- I understand that I must apply for an assistantship and tuition each academic year and that funding is NOT guaranteed from year to year. _____
- I agree to inform my school or college of funding from other sources, such as, other University funding, outside scholarships, fellowships, waivers, and student loans which may affect my financial award eligibility for the academic year in a timely fashion. _____
- I understand that I cannot exceed my cost of attendance. _____
- I understand that if I withdraw from the University, drop below the required GPA or academic load, or am terminated from the assistantship (if applicable), my tuition waiver may be revoked and I will be fee liable for the tuition costs and fees assessed. _____
- I understand that to qualify for funding I must have a Free Application for Federal Student Aid (FAFSA) on file for the academic year. _____ **(U.S. citizens only)**
- I understand that funding will not be provided after the required credit hours for my program have been met unless there are extenuating circumstances beyond my control.

I understand that all tuition and assistantship awards are competitive and merit-based and will only be provided to a selected number of graduate students each year, that funding is NOT guaranteed from year to year, and that incomplete applications will not be accepted. I also attest that I have read and understand the requirements and that all of the information provided in this application is complete and accurate to the best of my knowledge.

Printed Name of Student

Signature

Date

**This application must be submitted to the college or school in which you are applying or enrolled.
PLEASE RETAIN A SIGNED COPY OF THIS APPLICATION FOR YOUR RECORDS.**