

**GRADUATE SCHOOL
EMERGENCY FELLOWSHIP FUNDING CRITERIA**

The Graduate School has limited funding available for graduate students for unusual or unforeseen emergency expenses. This funding is only for graduate students pursuing a degree program. Please be aware that emergency funds are provided on a one-time only basis. Awards are contingent upon eligibility, endorsements, availability of funds, and, in most cases, cost-sharing by the student's college and department. Requests by ALANA (African American, Latino(a)/Chicano(a), Aisian American and Native American) graduate students for emergency funding should also be sent to: Office of Student Affairs, 116 Linton Hall.

1. The attached form should accompany all requests.
2. Requests should be accompanied by a summary of cost sharing with the student's department and college. Whether or not these units provide funding, an endorsement of the request from both the department and the college is still required. Requests from international students must be first reviewed and endorsed by the Office for International Students and Scholars (103 International Center). Use a copy of the attached form to provide this information.
3. An average award is \$500.00. Applications are reviewed on a case-by-case basis. Only one request per student will be considered during his/her degree program.
4. Requests must be accompanied by an endorsement from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program (at least a 3.0 GPA and any other requirements of the program, department and/or college). You may use the attached form. No remedial courses or work will be funded.
5. Emergency requests must be in the form of a letter from the student describing in detail the following:
 - Purpose of the request for emergency funds
 - The amount requested
 - Other avenues that have been explored for possible funding
 - The source and the amount of funding that has already been obtained
 - A budget detailing the exact amount requested and including both income and other expenses (employment, fellowships, assistantship, etc.) that will be used for the emergency
 - An explanation of why this is a situation which cannot be dealt with through the normal departmental/college channels
6. Please submit all portions of the application together. Only complete applications will be reviewed.



**THE
GRADUATE
SCHOOL**

**Associate Dean for Student
Affairs**

116 Linton Hall
East Lansing, Michigan
48824-1044

517/353-3262
FAX: 517/353-3355

**Emergency requests should be sent to: Yevonne Smith, Associate Dean
116 Linton Hall**

A decision on support will be made within 5 to 10 days after receiving all of the necessary materials. When a decision has been made, students will receive notification of the decision and instructions on how to receive the award.

PLEASE NOTE: If you have financial aid, which may include federal or state grants, Stafford or Perkins loans, or federally funded College Work Study, your awards will be reduced by the amount of this funding. Therefore, the Graduate School is not an appropriate source for emergency funds for students receiving financial aid from any of those sources.



EMERGENCY FELLOWSHIP FUNDING

THE GRADUATE SCHOOL
Associate Dean's Office

116 Linton Hall
Michigan State University
East Lansing, MI 48823
Phone: 517-353-3262
Fax: 517-353-3355

Date: _____

U.S. Citizen/Permanent Resident? Yes No

Michigan Resident? Yes No

International Student? Yes No

If yes, Country of Citizenship _____

Current Graduate GPA: _____

Race/Ethnicity: please check one	
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Latino(a)/Chicano(a)
<input type="checkbox"/> African American	<input type="checkbox"/> Native American
<input type="checkbox"/> Asian American	<input type="checkbox"/> Other _____
<input type="checkbox"/> Male	<input type="checkbox"/> Master's
<input type="checkbox"/> Female	<input type="checkbox"/> PhD

Please Print or Type

SHARED FUNDING AND ENDORSEMENT

Student Name: _____ PID: _____

Address: _____ Phone: _____

City/State/Zip: _____

Email: _____

Department: _____ College: _____

The above student is making satisfactory progress towards his/her degree.

Major Professor (Print or Type)

Signature of Major Professor

A signature is required below from the major professor, the department/unit, and the college even if no funds are available to support this request.		By providing the account number below, fellowship appointment forms will be initiated by The Graduate School and routed for appropriate signatures.		
TOTAL EXPENSES:			1	\$
FUNDING PROVIDER	NAME AND ADDRESS (Print or Type)	SIGNATURE	Account #	AMT FROM PROVIDER
Major Professor				\$
			2	\$
Department/Unit				\$
			3	\$
College				\$
			4	\$
Office of International Students and Scholars	International students must have signature from OISS, 103 International Center			\$
			5	\$
Other (specify)				\$
			6	\$
TOTAL FROM FUNDING PROVIDERS (Add lines 2-5):			7	\$
FUNDS REQUESTED FROM THE GRADUATE SCHOOL:			8	\$

ROUTING INSTRUCTIONS:

1. Department Chair
2. Dean of College
3. The Graduate School

GRADUATE SCHOOL USE ONLY

Amount Approved: \$

Disapproved: