

# MICHIGAN STATE UNIVERSITY

## ***EMERGENCY FELLOWSHIP FUNDING APPLICATION & INSTRUCTIONS***

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 intended to provide one-time-only support. Requests by all graduate students for emergency funding should be sent to: The Graduate School, 466 W. Circle Drive, Chittenden Hall. Please note: If awarded, this fellowship does not provide student health insurance or tuition/fee waivers.

1. Complete the Emergency Fellowship Funding application **in full** and submit with requested and supporting documents attached.
2. A letter from the student requesting Emergency Fellowship Funding **must** accompany the application and describe in succinct detail the:
  - a) Purpose of the request for emergency funds
  - b) Amount requested
  - c) Other avenues explored for possible funding
  - d) A budget summary of income, expenses, and the amount requested.
3. Signature of the major professor certifies that the student is making satisfactory progress toward degree in a graduate program. **Additional support documents such as a letter from the major professor, should be included.**
4. Signatures and funding amounts must be obtained from the Major Professor, Department Chair and Dean/Associate Dean of the College. **The Office for International Students and Scholars (103 International Center) must review and endorse requests from international students as well.**
5. Submit a complete application packet to:



THE  
GRADUATE  
SCHOOL

466 W. Circle Drive  
Chittenden Hall  
East Lansing, Michigan  
48824

517-353-3220  
FAX: 517-353-3355

**Emergency Fellowship Funding  
The Graduate School  
466 W. Circle Drive  
Chittenden Hall  
East Lansing, MI 48824**

A decision on support will be made and applicants notified within 3 business days after submission of a complete application.

**PLEASE NOTE:** If you have Stafford or other needs-based loans/aid, the amount of your fellowship award may cause a reduction of your loan(s) or other financial aid. You may still wish to consider the fellowship as this will reduce your total loan debt at graduation. Please seek advice from your Office of Financial Aid Counselor before you turn down a fellowship.

7/3/14



# EMERGENCY FELLOWSHIP FUNDING APPLICATION

Michigan State University  
 466 W. Circle Drive  
 Chittenden Hall  
 East Lansing, MI 48824  
 Phone: 517.353.3220  
 Fax: 517.353.3355

## THE GRADUATE SCHOOL

**This fellowship does not provide student health insurance or tuition/fee waivers**

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

Please check all that apply:				
US. Citizen	Yes	No	Male	Female
Permanent Resident	Yes	No	Current Graduate Program Enrollment:	
International Student	Yes	No	Doctoral	Masters Professional (Medical)
Country of Origin	_____		Current Graduate GPA _____	
Ethnicity (optional)	_____			

### SHARED FUNDING AND ENDORSEMENT

Please Print or Type

Student Name: \_\_\_\_\_ PID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Department and/or Program: \_\_\_\_\_ College: \_\_\_\_\_

Please certify that the above student is making satisfactory progress towards a graduate degree.

\_\_\_\_\_  
 Name of Major Professor (Print or Type)

\_\_\_\_\_  
 Signature of Major Professor

A signature is required below from the major professor, the department/program unit, and the college even if no funds are committed to support this request.					
<b>TOTAL EXPENSES:</b>				<b>1</b>	\$
FUNDING PROVIDER	NAME AND EMAIL ADDRESS (Print or Type)	SIGNATURE	Account #		AMT FROM PROVIDER
Major Professor				2	\$
					\$
Department/Program Unit				3	\$
					\$
College				4	\$
					\$
Office for International Students and Scholars				5	\$
					\$
International students must have signature from OISS, 103 International Center					
Other (specify)				6	\$
					\$
<b>TOTAL FROM FUNDING PROVIDERS (Add lines 2-5):</b>				<b>7</b>	\$
<b>FUNDS REQUESTED FROM THE GRADUATE SCHOOL (Required Entry):</b>				<b>8</b>	\$

#### ROUTING INSTRUCTIONS:

1. Major Professor
2. Dept Chair
3. Assoc Dean/Dean
4. OISS if required
5. Graduate School

#### GRADUATE SCHOOL USE ONLY

Amount Approved:	\$
Disapproved:	