

Graduate Equity Fellowship Application Checklist (2018-19)

Please be certain that you have completed the following steps in the application process for the graduate fellowship. If you have any questions, call the Office of Graduate Studies at (310) 243-3693.

- Complete the attached application. Please type or print legibly.
- Attach (2) letters of reference, including one from a faculty mentor (using the enclosed forms).
- Attach Letter of Intent (please follow instructions on the Letter of Intent form).
- Complete and submit the "Free Application for Federal Student Aid" form via <http://www.fafsa.ed.gov/>

Please include this checklist with your application packet **NO LATER THAN APRIL 15th, 2019**

Please drop off completed GEF packet to
The Office of Graduate Studies and Research WH B-445

Qualified students will be interviewed by an advisory committee prior to final selection. Students will be notified of the final decision, no later than **June 15th**.

What is the Graduate Equity Fellowship?

The Graduate Equity Fellowship Program at CSU Dominguez Hills provides financial support to CSU, Dominguez Hills graduate students who exhibit strong academic performance. The program is designed to increase the pool of CSU Dominguez Hills graduates who pursue and complete doctoral programs and consider teaching careers. Fellowships range from \$500 to \$4500 for the academic year. The maximum grant period for any student is two years.

Who is eligible?

Graduate Students in need of financial aid, who are accepted to a graduate program, show a strong academic record, have a faculty sponsor, and commit to a research project are eligible for the fellowship.

Applicants must file the Free Application for Federal Student Aid and be determined eligible for financial aid in accordance with the Congressional Methodology and Federal Verification Standards, and maintain the following eligibility criteria:

- (1) Be a California resident or have an AB540 affidavit on-file with your CSU campus
- (2) Be admitted to a CSU and to a master's program as a classified or conditionally classified student
- (3) Complete a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA)
- (4) Have financial need of at least \$1000
- (5) Enroll at least half-time in an eligible master's degree
- (6) Maintain satisfactory academic progress (3.0 GPA)

Eligible students are those who are likely to complete a master's degree expeditiously. One purpose of the fellowship is to minimize the debt burden by replacing loan money with grant money. It is intended that the fellowship will enable students to complete their programs more quickly than would otherwise be possible. Graduate fellows are encouraged to continue on to doctoral programs and to consider faculty careers.

What must you do if selected as a graduate fellow?

- (1) Must work with a faculty member in your department who will collaborate with you on projects related to your area of research
- (2) Must maintain a 3.0 GPA in 6 or more semester units per consecutive term to be considered for continuing participation
- (3) Must agree to participate in group meetings and ongoing advising
- (4) Must prepare a presentation for the Campus Research Event, Student Research Day, and the CSU Annual Research Competition and Conference.
- (5) Must volunteer at New Graduate Student Orientation

You may expect your fellowship to be renewed for a second year if you fulfill the above requirements.

How do I apply?

The following are steps to follow in applying for the Graduate Equity Fellowship. Read and follow the directions precisely.

1. **Graduate Equity Fellowship application** - Complete the attached application legibly and thoroughly.
2. **Financial Aid Application.** - If you have not already applied for financial aid for the term for which you are applying for the Graduate Equity Fellowship, you must complete and submit the Free Application for Federal Student Aid (FAFSA). FAFSA applications are available from the financial aid office. **NOTE:** Processing of the FAFSA form takes 4-6 weeks, so please plan accordingly.
3. **Letters of Reference** - Have two (2) letters of reference submitted to the Graduate Equity Fellowship Coordinator (WH 445). One letter must be from a faculty member at the last college you attended. The other letter must be from your proposed faculty mentor. **PLEASE USE THE ENCLOSED FORMS.**
4. **Letter of Intent** - Submit a Letter of Intent with the enclosed graduate fellowship application.

Letter of Intent

(Instructions)

To be completed by applicant (please type):

Name: _____

Graduate Program: _____

Please attach a letter to this form, inserting the following:

- (1) Your professional goals.
- (2) Your devotion/commitment to education (discuss prior educational performance and goals).
- (3) Why and how you meet the selection criteria for the Graduate Equity Fellowship.
- (4) Your plan for pursuing a research project and your area of interest.

Mail to: The Office of Graduate Studies Office, WH -445
CSU Dominguez Hills
1000 East Victoria Street
Carson, California 90747

The Family Education Right and Privacy Act of 1974, as amended, provides an applicant with the right of future access to the contents of this recommendation form. The act also provides an applicant with an option of waiving this right, but stipulates that no school or person can require an applicant to exercise the waiver as a condition for evaluating this application. I have read and understand the statement of conditions set by federal law concerning my rights of future access to this recommendation form.

Please sign and date the appropriate statement.

I hereby waive my right of future access to its contents and authorize the above named person to provide California State University, Dominguez Hills with all appropriate evaluations and information that may be required in support of this application.

Signature: _____ Date: _____

I do not waive my right of future access to its contents, but authorize the above named person to provide California State University, Dominguez Hills with a candid evaluation and other relevant information that may be required in support of this application.

Signature _____ Date: _____

To be completed by respondent: Please attach a letter to this form incorporating the following items:

- 1) Indicate how long you have known the applicant and in what capacity
- 2) Describe in some detail the applicant's academic abilities
- 3) Comment on his/her academic potential
- 4) Provide any pertinent information regarding the character, integrity, personality and interests of the applicant
- 5) Give your perception of his/her desire to continue his/her education
- 6) If possible, please rate the applicant in relation to other students or persons you have known of comparable experience