

**AMERICAN INDONESIAN CULTURAL
AND EDUCATIONAL FOUNDATION, INC.**

INSTRUCTION SHEET FOR NEW APPLICANTS

If this is the first application you are submitting to the Foundation, please follow these instructions carefully before you submit your request for financial assistance.

If you have any questions, a representative of the Foundation can also be reached at (212) 972-1100, ext. 224 during business days from 10:00 A.M. until 5:00 P.M., Eastern Standard Time or by e-mail at info@aicef.org.

DOCUMENTS REQUIRED

1. **Scholarship Application:** Please complete the scholarship application in full **online**. ***Do not submit your own form of application.*** If you have additional information you would like to include such as a cv or resume, you will have the opportunity to upload it or you can mail it to the Foundation. Be sure to download and complete the **Signature Form**.
2. **Financial Form:** This form is also completed **online**.
3. **Transcript of Grades:** Please provide the most recent ***official transcript of your grades.***
4. **Letters of Recommendation:** Please submit ***three letters of recommendation*** from professors or administrators who know you and are familiar with your academic performance.
5. **U. S. Immigration Documents:** Please attach a copy of your ***current I-20 form and passport visa.***
6. **Enrollment Certification:** Please obtain an ***Enrollment Certification*** from your college or university. The date on your Enrollment Certification must correspond to the semester(s) for which you are requesting funding.

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Page 2: Please include your most recent grade point average (GPA) on the bottom of page 2 of the scholarship application.

Page 2: Please specify your major, the current degree expected (either Ph.D. or Masters) and the date you expect to complete ***all*** your degree requirements.

On the **Financial Form** it is very important that your financial information be completed accurately. Please enter the dates for which you are requesting financial assistance on the line that begins "Period Covered." For example, if you are requesting assistance for the fall semester only, you would write "9/1/07 to 12/30/07" if those are the dates of the fall semester at your college or university. The dates you enter on the application should not cover any period longer than one year.

Your estimated expenses and resources we ask you to provide on page 4 should relate only to the period of time you are requesting assistance, and this information must be supplied in full in order for us to consider your application. ***It is important to note that the Foundation limits its maximum annual grant to \$3,000.00. PhD candidate grants per student will not exceed 4 years and \$12,000.00, whichever occurs first. Masters candidate grants per student will not exceed 2 years and \$6,000.00, whichever occurs first.***

