

AMERICAN INDONESIAN CULTURAL AND EDUCATIONAL FOUNDATION, INC.

INSTRUCTION SHEET FOR RENEWAL APPLICANTS

When applying for a renewal of a current grant, please follow these instructions carefully before you submit your request for financial assistance.

DOCUMENTS REQUIRED:

- 1. Scholarship Application:** Please complete the Scholarship **Renewal** application **online**. ***Do not submit your own form of application or the form for new grant applications.*** If you have additional information you would like to include, you will have the opportunity to upload it online or you can mail to the Foundation office. You must download and complete the **Signature Form** and mail or fax it to the office. In order to be considered for a grant, we must receive it.
- 2. Financial Form:** Although you have submitted it before, your information may have changed. This form is also completed **online**.
- 2. U. S. Immigration Documents:** Please attach a copy of your ***current I-20 form and passport visa if either of them have expired since your last application.***
- 3. 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.
- 4. Transcript of Grades:** Please provide the most recent ***official transcript of your grades.***

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Page 1: Please include your most recent grade point average (GPA) when asked.

Page 1: Please specify your major, the current degree expected (either Ph.D. or Masters) and the date you expect to complete ***all*** your degree requirements. ***If you are extending the completion date stated on your last application, please provide a detailed explanation as to why the extra time is necessary.*** (You may upload a statement or mail/fax it to the Foundation.)

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 "9/01/06 to 12/31/06" 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 2 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. Therefore, grants for shorter periods may be pro rated on a monthly basis. ***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.***