

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 using the official renewal form we sent you or you downloaded from our web site. ***Do not submit your own form of application.*** If you have additional information you would like to include, you may attach additional sheets to our renewal form. Do not e-mail your application to the Foundation. In order to be considered for a grant, we must receive your signed original renewal application.
- 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) on page 1 of the scholarship renewal application.

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 attach a detailed explanation as to why the extra time is necessary.***

Page 2: 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. ***It is important to note that the Foundation limits its maximum annual grant to \$4,000.00.*** Therefore, grants for shorter periods may be pro rated on a monthly basis.

If you have any questions, a representative of the Foundation can 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.