



TO: Department Chairs with MA/MS Programs

DATE: December 27, 2011

FROM: Alan Muchlinski, Interim Dean of Graduate Studies and Research

COPIES TO: K. Brown, A. Wang, College Deans, Associate Deans, Associate Deans Assistants

SUBJECT: International Graduate Student Fee Waiver Program

**STUDENTS: DEADLINE TO YOUR COLLEGE ASSOCIATE GRADUATE DEANS OFFICE:
FRIDAY, APRIL 6, 2012**

General Information: Units are allocated each year for the Graduate Student International Fee Waiver Program. Students who are currently enrolled at Cal State L.A. or prospective students who are nominated by a department and endorsed by the appropriate college are considered eligible for support under this program. Students will receive units based on courses on their graduate programs that are not completed. Reimbursement cannot exceed 12 units in a quarter and 24 units within an academic year. Note that a second year of support is conditional on the student's first-year performance and is given only with the recommendation of the student's college.

Process to Submit an Application: International graduate students may apply for the Fee Waiver by submitting a completed application (<http://www.calstatela.edu/academic/aa/gsr/assets/forms/ITWapplication2012-2013.pdf>) and the following items to their College Associate Dean. The following materials must be included in the application packets of currently enrolled students (see below for instructions concerning prospective students).

- A. A completed application form, including a written statement describing the students' goals/objectives and their need for financial assistance.
- B. Two letters of recommendation from department chairs or faculty members who have taught or advised the student, or other pertinent individuals. The letters should address the students' ability to complete the degree successfully and the students' need for financial assistance.
- C. Unofficial copies of transcripts from colleges and universities attended by the student. The College Associate Dean should add to the students' application copies of unofficial CSULA transcripts as well as their signed graduate study plan.

College Review of Currently Enrolled and Prospective Students: Colleges may elect to nominate either currently-enrolled or prospective students. Colleges will rank order their top six nominees and provide a one-to-two-line rationale for each ranking. In addition, the completed application and supporting documents for all nominated individuals should be submitted to the Office of Graduate Studies. For prospective students who are nominated, colleges will submit (a) a brief description of the students' background, (b) a statement describing the students' need for financial assistance, and (c) letters of endorsement from the department chair and a graduate adviser. **The College Graduate Deans will submit materials for all recommended students by Monday, May 7, 2012.**

Dean of Graduate Studies & Research: Interim Dean Alan Muchlinski will award the Fee Waivers in late May of 2012.

NOTE: Please note that (a) the program is now also open to prospective students, subject to nomination by their department and college, and (b) students may be recommended for a second year, conditional on their academic performance during their first year at Cal State L.A.

**INTERNATIONAL GRADUATE STUDENT FEE WAIVER PROGRAM APPLICATION
FOR ACADEMIC YEAR 2012-2013**

**SUBMIT THIS COMPLETED APPLICATION AND SUPPORTING MATERIALS TO YOUR COLLEGE
ASSOCIATE DEAN'S OFFICE.**

THE MEMO IN REFERENCE TO THIS PROGRAM DETAILS THE APPLICATION PROCESS AND
SUPPORTING MATERIALS NEEDED. PLEASE READ THIS MEMO.

Application Deadline: **FRIDAY, APRIL 6, 2012**

Please check: Currently enrolled student: _____ Prospective student (new applicant): _____

Please Print or Type:

Major Department: _____ College: _____

Male: _____ Female: _____ Country of Origin: _____ CIN #: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Phone #: _____ E-Mail address: _____
Area Code Number

STUDENT STATEMENT

Statement should include: Your goals and objectives after you have completed your degree and your need for financial assistance.
Your statement must not exceed 2 doubled-spaced typed pages. Additional pages will not be considered.