



TO: Department Chairs with MA/MS Programs

DATE: January 27, 2009

FROM: Alan Muchlinski, Associate Dean of Graduate Studies & Research

COPIES TO: B. Allen, J. Galvan, A. Wang, College Deans, Associate Deans, Associate Deans Assistants

SUBJECT: International Graduate Student Tuition Waiver Program

**STUDENTS: DEADLINE TO YOUR COLLEGE ASSOCIATE GRADUATE DEANS OFFICE:
WEDNESDAY, APRIL 8, 2009**

General Information: Units are allocated each year for the Graduate Student International Tuition 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 for Currently Enrolled Students to Submit an Application: A blank application form is attached. Currently enrolled international graduate students may apply for the Tuition Waiver by submitting a completed application 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, faculty members who have taught or advised the students, 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 programs of study.

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 current students should be submitted to the Office of Graduate Studies & Research. For prospective students who are nominated, colleges will submit (a) a brief description of the students' background, (b) a statement describing 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 Friday, May 8, 2009.

Dean of Graduate Studies & Research: Dean, Jose Galvan will award the tuition waivers in early June of 2009.

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 TUITION WAIVER PROGRAM APPLICATION
2009-2010**

**SUBMIT THIS COMPETED 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: APRIL 8, 2009

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 should not exceed the space allocated on this application. You may use other side of this application to continue the statement. Additional pages attached which exceed the space on this application will not be considered.