



EMERGENCY FELLOWSHIP FUNDING APPLICATION

Instructions on <https://grad.msu.edu/emergency-fellowship-funding>. Completed forms should be emailed to the Graduate School at gradschool@grd.msu.edu

Date: _____

US. Citizen	Yes	No	Current Graduate	Doctoral
Permanent Resident	Yes	No	Program Enrollment:	Masters
International Student	Yes	No		Professional
				Medical/Law

If no, Country of Origin _____

Current Graduate GPA _____

Ethnicity (optional) _____

If you have federal financial aid, please consult the Office of Financial Aid to find out what the impact that this award would have on your aid package.

Student Name: _____ Last 4 digits of PID: _____

Mailing Address: _____

Phone: _____ MSU Email: _____

Department and/or Program: _____ College: _____

I certify that the above student is making satisfactory progress towards a graduate degree.

Major Professor

Signature of Major Professor

Date

SHARED FUNDING AND ENDORSEMENT

A signature is required below from the major professor, the department/program unit, and the college even if no funds are committed to support this request.

				TOTAL EXPENSES	1
Funding Provider	Name and email address	Signature	Account #		Amount from Provider
Major Professor				2	0
Department / Program / Unit	N/A	N/A		3	0
College	musgrad@msu.edu Derrick Fox, Assoc Dean			4	0
Office for International Students and Scholars				5	0
International students must have signature from OISS, 103 international Center or scottj46@msu.edu					
Other (specify)	N/A	N/A		6	0
TOTAL FROM FUNDING PROVIDERS (Add lines 2-5)				7	
Funds Requested from the Graduate School (Required)				8	

Revised 4/2023

Amount Approved: _____ Disapproved: _____

Statement of Explanation from the Graduate Assistant/Associate Dean

Application Process

Requests from graduate students for emergency funding should be emailed to the Graduate School at gradschool@grd.msu.edu with the proper signatures and documentation.

Applications are evaluated on a rolling basis and applicants will be notified within 3 – 5 business days after the submission of a complete application. Incomplete applications will be returned. Applicants should be aware that it will likely take at least two weeks for the funds to be disbursed.

Applications must include the [Emergency Fellowship Funding Application \(PDF\) form](#). Application forms must include the signatures of (and potential supporting funds from) the applicant's major professor/adviser, the department Chair or Graduate Program Director, and the Dean/Associate Dean of the College (refer to application form).

All materials are submitted to the College of Music Graduate Studies Office, who will forward this to the Graduate School for you. Do not send this directly to their office.

The [Office for International Students and Scholars](#) (103 International Center) has their own Emergency Funding form.

Applications must also include the following items:

- A brief statement (1,000 words maximum) that includes
 1. an explanation of the unusual or unforeseen expenses;
 2. the total dollar amount of funding that is being requested;
 3. a description of the student's financial situation; and
 4. other avenues that have been explored for possible funding.
- A budget detailing the amount of funding requested that includes a list of current expenses as well as a description of how the Emergency Fellowship Funding will be used.
- A statement from the student's major professor indicating that the student is making satisfactory progress towards their degree in a graduate program. If the student feels comfortable sharing information pertaining to their situation with their major professor, they may do so. This information can also be included in the major professor's statement.
- *Optional:* Applicants have the option of including other supporting documents with their application (e.g., bills, receipts, etc.)

PLEASE NOTE: If you have federal loans or other needs-based loans/aid, the amount of your fellowship award may cause a reduction of your loan(s) or other financial aid. You may still wish to consider the fellowship as this will most likely reduce your total loan debt at graduation. Please seek advice from your Office of Financial Aid Counselor before you turn down a fellowship.