



Request Form Guidelines

Please retain these guidelines for future reference

The **Request Form** is to be used to apply for New York State Indian Aid Funding. Listed below are some very important reminders. For complete guidelines and printable application forms, please visit the [Native American Education website](http://www.p12.nysed.gov/natamer/) (<http://www.p12.nysed.gov/natamer/>).

- Request Forms that fail to adhere to the guidelines and deadlines **will be denied**.
- Request Forms must be completely filled out. Do not leave any contact information blank. All supporting documents should accompany the request form. **Required information not accompanying the Request Form must be submitted by the deadline.**
- You must state your degree program and number of credits you are taking.

Anticipated Award Amounts:

Full-Time 12 credits or more.....\$1,000.00/semester

Part-Time \$85.00 per credit

To File an Application:

Complete all fields of the application that apply to your semester, even if the information appears on supporting documentation. Blank fields will delay the processing of award.

- Before submitting Request Form, check to ensure that you have all necessary student information and documentation attached.
- Submit signed, dated Request Form and supporting documentation in one of the following ways:

US Mail: Mail Request Form and supporting documentation, postmarked by the application deadline to:

New York State Education Department
Native American Education Unit
Room **1075** EBA
89 Washington Ave
Albany, New York 12234

Due to HIPPA regulations, email submissions of applications, including photo snapshots, will no longer be accepted.

Fax: Applications and supporting documents can now only be faxed to 518-474-3666.

The following DEADLINE DATES (postmarked) ARE STRICTLY ADHERED TO:

Fall semester: July 16

Spring semester: January 4

All questions can be addressed to Clarissa.Jacobs-Roraback@nysed.gov or by calling (518) 473-1381.



REQUEST FORM for New York State Indian Aid

Please make sure you have the following items included with your application.

- _____ Submit a copy of an official transcript showing your most recent GPA and grades. An unofficial transcript is acceptable if it is validated by your school (signed or stamped by the registrar.)
- _____ Letter of acceptance from college you are going to if this is a different college than previously applied for.
- _____ If this is a different college than previously applied for, please submit an essay with a description of your educational goals and plans.
- _____ Please indicate how many credits you will be taking and the type of program you are enrolled in.
- _____ FERPA Release Form: (If you have not previously sent one.) You can find this form on the [Native American Education website](http://www.p12.nysed.gov/natamer/) (<http://www.p12.nysed.gov/natamer/>) or the [NYSED website](http://www.nysed.gov/) (<http://www.nysed.gov/>) under Native American Education.

All Request Forms must be submitted with proper documentation. Postmark your Request Form **BEFORE THE DEADLINE DATE TO:**

New York State Education Department
Native American Education Unit
Room **1075** EBA
89 Washington Ave
Albany, NY 12234

Students must fill out a request form EACH and EVERY semester they wish to receive funding, indicate the number of credits they will be taking, with a copy of an official transcript showing the previously awarded semester's GPA. **TRANSCRIPTS also must be submitted before the request deadline.**

AFFIRMATION

Information provided on this form will be maintained in a file by the Native American Education Unit of the New York State Education Department. The Coordinator of the Native American Education Programs, Room 1075 EBA, State Education Department, 89 Washington Ave, Albany, New York, 12234, (518) 474-0537, is responsible for the maintenance of these records. This information will be used to identify Native American students who are funded under the New York State Native American Post-Secondary Grant-in-aid Program. This information will be shared with tribal higher education offices and/or Native American tribal representatives working with higher education; higher education institutions personnel who are interested in the recruitment, admission and retention of Native American students at the undergraduate levels; and also with those institutions interested in recruiting Native Americans in opportunities for further education, scholarships, or professional training; and it will be used to recognize the degrees earned by Native Americans to share with prospective employers that may be known to the coordinator of Native American Indian Education Programs.

Signature of Student (required): _____ Date _____