

Please share attached application with graduate students or refer them to the Office of Graduate Studies and Research Website

TO: Department Chairs with MA/MS Programs
February 6, 2014

DATE:

FROM: Lawrence Fritz, Dean of Graduate Studies and Research

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

SUBJECT: International and Non-Resident Tuition Fee Waiver Program for Graduate Students

STUDENTS' APPLICATION DEADLINE TO COLLEGE ASSOCIATE DEAN'S OFFICE: *Tuesday, April 1, 2014*

General Information: Tuition waiver units are allocated each year through the International and Non-Resident Tuition Fee Waiver Program. Newly awarded waivers are primarily designed as recruitment tools to attract talented, highly-motivated prospective new graduate students to the university. Prospective, new graduate students may be recruited from other countries and from states outside California. Currently enrolled graduate students who have not previously received tuition waivers may also be considered for these waivers. Once awarded, students will receive tuition waiver units based on courses within their graduate programs that have not yet been completed. Reimbursement will not exceed 12 units in a quarter and 24 units within an academic year. Typically, students apply their tuition fee waiver to 8 units each quarter to reduce their fees for each quarter of the academic year. Students who apply their fee waiver for 12 units in Fall and Spring will not have units to waive fees in Spring quarter. Note that a second, and third, year of support is conditional on satisfactory progress in the previous year and only upon the recommendation from the student's program of study.

College Recommendations: Colleges may elect to nominate new, prospective students to the college or currently-enrolled graduate students, but award priority will go toward recruiting new, graduate students not previously affiliated with CSULA. In their nominations, the college will rank order their top (2-3) nominees and provide a brief rationale for each. The completed application and supporting documents (see below) for all nominated individuals will be submitted to the Office of Graduate Studies. **The College Graduate Deans will submit materials for all recommended students by *Monday, April 14, 2014*.**

For New Applicants (prospective graduate student and current CSULA graduate students): International and non-resident graduate students may apply for the Fee Waiver by submitting a completed application **and** the following items to their College Associate Dean:

- A. A written statement including: (a) a brief description of the student's academic background with evidence of prior scholastic achievement; (b) statement of student's

academic goals and objectives while in the program and after graduation; (c) a plan to complete the graduate degree in a timely manner; and (d) any additional justifications for receiving this award. The statement must not exceed 2 doubled-spaced typed pages.

- B. A letter of recommendation from one of the following: department chair, graduate advisor, faculty member, or another pertinent individual who has taught or advised the student. The letter should address the student's ability to complete the degree successfully and in a timely fashion.
- C. Unofficial copies of transcripts from colleges and universities attended by the student.

Continuing Tuition Fee Waiver Applicants: Once awarded, continuing graduate students are eligible to receive the tuition waiver through this program for up to three academic years. Awards for years two and three will require the following:

- A. Student must prepare a brief statement of their progress in the program (no more than 1 doubled-spaced typed page.)
- B. A letter of support from the relevant graduate program Chair or faculty advisor. This letter must address the student's progress in the program and plans for a timely graduation from the program.
- C. Unofficial copies of transcripts demonstrating satisfactory degree progress in the previous year (GPA of 3.0 or better, program progress)

Award Decisions: Dean of Graduate Studies & Research, Dr. Lawrence Fritz, will award the Tuition Fee Waivers in late April of 2014.