

INSTRUCTION SHEET FOR APPLICATION FOR FINANCIAL ASSISTANCE FORM
PLEASE READ CAREFULLY

- I. Each applicant for admission to the Graduate School who wishes to apply for financial aid must submit two entirely separate applications:
- A. Graduate School application.
For Fall 2009 admissions and beyond, an application to The Graduate School must be submitted using the online ApplyYourself system (see the [UMD Graduate School Office](#) webpage).

For Spring and Summer 2009 admission ONLY, a paper application must be sent to:
The UMD Graduate School Office
431 Darland Administration Building
Duluth, MN 55812-3011
- B. An application for a Teaching or Research Assistantship, a Traineeship, a Fellowship, or a Scholarship must be submitted directly **to the department from which financial aid is being requested. Check with the program to which you are applying for specific instructions on how to submit these materials.**

If you are applying for admission and financial aid, both applications should be completed and filed in the appropriate office, with all required credentials. The deadline for receipt of all materials for most financial awards is February 15th but applicants should verify the deadline with the department since some do establish different deadlines.

II. Supporting Materials Required:

- A. You must attach, or forward to the department **separately**, an official transcript from each college and university you have attended, **including** one for any work taken at the University of Minnesota.
- B. Letters of recommendation may be required: Consult the department or program. The Graduate School does not provide special forms for this purpose. **Be careful to provide individuals writing references with the full address of the department to which they are to be directed.**

Other materials in support of the aid application such as reprints of articles, art slides, etc. may also be filed with this application. For information as to whether such additional information may be required please consult the department.

- III. **IMPORTANT NOTE**: Admission to the Graduate School is a prerequisite for awarding an Assistantship, a Traineeship, a Fellowship, or a Scholarship. However, an application for admission is an action independent from the application for financial assistance. **DO NOT** send materials intended to support your application for financial assistance to the Graduate School. The delay that may occur in forwarding such materials to the appropriate department may result in your not being considered for financial assistance.

- IV. Holders of part-time student appointments are required to register and pay fees in the Graduate School during each academic semester of their appointments, except during summer terms when such registration and payment is not mandatory. Failure to register and pay fees can result in the suspension of regular stipend payments until this requirement is met.

- V. You are responsible to see that all materials are forwarded for either admission or application for financial aid. You should consult with the department or program to see if materials have been received prior to the deadline.