



REQUEST FORM Guidelines

Please retain these guidelines for future reference

The **REQUEST FORM** is to be used for the New York State Indian Aid Program. Listed below are some very important reminders. For complete guidelines and printable application forms, go to website:

www.p12.nysed.gov/natamer or http://www.nysed.gov under Native American Education

- REQUEST FORMS that fail to adhere to the guidelines will be **Denied**.
- All FORMS must be completely filled out. **Do not leave any contact information blank.**

All supporting documents should accompany the REQUEST FORM to be processed;

Missing information must be submitted into the Native American Education Unit by our deadline date.

- You must state your degree program.

Anticipated Award Amounts:

Part-Time Examples:

Full-Time (12 credits or more)	\$1,000.00/per semester	3 credit hours	\$255.00
Part-Time (less than 12 credits.....)	\$85.00 per credit	6 credit hours	\$510.00
		9 credit hours	\$765.00

To File 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 application deadline, to:

**New York State Education Department
Native American Education Unit
Room 475 EBA
89 Washington Ave
Albany, New York 12234**

Email: Supporting documentation will be accepted via email to NativeAmericanAid@nysed.gov or by fax at 518-474-3666.

- * Submitting duplicate applications may cause a delay in processing award.

The following DEADLINES DATES (postmark) ARE STRICTLY ADHERED TO:

Fall 2018 semester: July 16

Spring 2019: January 4

Summer semester: May 20 (pending funding availability)

All questions can be addressed to NativeAmericanAid@nysed.gov or by calling (518) 474-0537



REQUEST FORM for New York State Indian Aid

REQUEST FORM is for returning and continuing education students

Last Name		First Name		Other Name
Address		City	State	Zip Code
If you do not receive mail there, indicate alternate mailing address in this box:				
Email Address:	Date of Birth ___/___/___	Social Security No. provide last 4 digits only XXX - XX - _____	Gender ___F ___M	
Contact Phone Number/Cell Phone Number:				

Please indicate Tribal Nation you are a member/enrolled by checking next to it: Seneca Alleghany St Regis Mohawk Seneca Cattaraugus Tuscarora Cayuga Tonawanda Oneida Band of Seneca Onondaga Unkechaug Shinnecock	When was the last term you received aid from our office?	
	What term are you currently applying for?	
Please submit a copy of official/unofficial transcript showing your most recent GPA grades. Transcripts sent to us directly from the school are acceptable. Unofficial student portal transcripts are acceptable but must be legible, have students name, school logo or web banner showing it is coming from your college and the current term/semester GPA for previous Native American Indian Aid received.	What College will you be attending?	
	College semester start date:	
	Number of Credits you are enrolled:	(Please check) FT or PT
	List your program major:	
	Degree are you enrolled? Associate degree – 2(3)-year program Bachelor’s degree – 4-year program Trade School Technical School	
Office use only: __ TR __ AL __ GPA _____ SMYR _____		
Date you expect to complete degree: <i>Please submit a copy of your degree diploma as soon as it becomes available.</i>		

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REQUEST FORM for New York State Indian Aid

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

_____	Submit a copy of official transcript showing your most recent GPA grades. An unofficial transcript is acceptable if it is validated by your school (signed or stamped by 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 attending.

All REQUEST Forms must be submitted with proper documentation, not separate pieces of correspondence. Postmark your REQUEST, BEFORE THE DEADLINE Date listed on the front, mailing it to:

**New York State Education
Department Native American
Education Unit Room 475 EBA
89 Washington Ave
Albany, New York 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 official transcript showing previous awarded semesters GPA.

TRANSCRIPTS must be submitted before semester 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 475 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 _____