

# THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK ALBANY, NY 12234

### **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 <u>Native American Education website</u> (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 <a href="mailto:Clarissa.Jacobs-Roraback@nysed.gov">Clarissa.Jacobs-Roraback@nysed.gov</a> or by calling (518) 473-1381.

NA Form 4-2021



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# **REQUEST FORM for New York State Indian Aid**

Request Form is for returning and continuing education students.

•		<u> </u>			
Last Name		First Name		Other Name	
Address		City	State	Zip Code	
If you do not receive mail at th alternate mailing address in th		ess, indicate			
Contact Phone/Cell Number: Date of Bir		`	Student ID # (office Gender purpose only)		
		— purpose only)	F	M	
Email Address		•			
Please indicate the New York State Tribal  Nation in which you are an enrolled member:		office?	When was the last term you received aid from our office?		
Cayuga Oneida		What semester are you	What semester are you currently applying for?		
Onondaga Seneca	a Allegany				
Seneca Cattaraugus Shinnecock		Name of College and attending:	Name of College and Campus you plan on		
St. Regis Mohawk To	uscarora	attending.			
Tonawanda Band of Seneca		List your program ma	List your program major:		
Unkechaug			•		
Please submit a copy of official/ unofficial transcript showing your most recent GPA.		College Semester sta	College Semester start date:		
		Number of Credits you are enrolled:	F	Please circle one:  FT or PT	
Transcripts sent to us directly from the school are acceptable. Unofficial student portal transcripts are acceptable but must be legible, have student's name, school logo or website and the current term/semester GPA.  Example: Ellucian transcripts.		Degree you are pu	Degree you are pursuing:		
		Associate Degre	Associate Degree 2 or 3 year program		
		Bachelor's Degre	Bachelor's Degree 4-year program		
		Trade School	Trade School Technical School		
Office use only: TR AL		Date you expect to co	Date you expect to complete degree:		
GPASMYR		Please submit a copy of your college degree diploma as soon as it becomes available.			
The following FILING DEAD	LINES (postn	nark) ARE STRICTLY ADI	IERED T	O:	
Fall semester: July	16	Spring seme	ster: Ja	nuary 4	



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## **REQUEST FORM for New York State Indian Aid**

F OF NE	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 <u>Native American Education website</u> (http://www.p12.nysed.gov/natamer/) or the <u>NYSED website</u> (http://www.nysed.gov/) under Native American Education.		
All Request Forms must be submitted with proper documentation. Postmark your Request Form <b>BEFORE THE DEADLINE DATE TO:</b>			
	New York State Education Department Native American Education Unit Room <b>1075</b> EBA 89 Washington Ave Albany, NY 12234		
number of cr	st fill out a request form EACH and EVERY semester they wish to receive funding, indicate the edits they will be taking, with a copy of an official transcript showing the previously awarded SPA. <b>TRANSCRIPTS also must be submitted before the request deadline.</b>		
State Educat Education D of these reco State Native offices and/o	AFFIRMATION provided on this form will be maintained in a file by the Native American Education Unit of the New York ion Department. The Coordinator of the Native American Education Programs, Room 1075 EBA, State epartment, 89 Washington Ave, Albany, New York, 12234, (518) 474-0537, is responsible for the maintenance ords. This information will be used to identify Native American students who are funded under the New York American Post-Secondary Grant-in-aid Program. This information will be shared with tribal higher education or Native American tribal representatives working with higher education; higher education institutions ho 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

Signature of Student (required):\_\_\_\_\_\_ Date \_\_\_\_\_

prospective employers that may be known to the coordinator of Native American Indian Education Programs.