

RE. SHEFA supporting documents requirement for New / On-Going / Previously Applied SHEFA Applicants*.**

Greetings from the Saipan Higher Education Financial Assistance Team!

Thank you for your interest in seeking financial assistance from the Saipan Higher Education Financial Assistance (SHEFA).

SHEFA, however, is unable to officially receive and accept your application pending the receipt by the SHEFA Office of a completely filled SHEFA on-line application and the required minimum supporting documents identified and enumerated below.

- 1. Letter of Admission (initial entry or transfer student).** Deadline is July 1st for Fall Term and December 1st for Spring Term. This is required for all new and previously applied SHEFA applicants, including new, on-going or previously applied applicants or recipients who transfer to or change the official institution of record entered in the signed and notarized promissory note / memorandum of agreement (MOA).
- 2. Copy of United States of America Passport (updated and clear copy).** Deadline is July 1st for Fall Term and December 1st for Spring Term. This is required for all new and previously applied SHEFA applicants or recipients, on-going applicants or recipients and everyone with expired passport.
- 3. Proof of Continuing Residency (i.e., current voter registration and income tax return of at least one year filed on Saipan).** Deadline is July 1st for Fall Term and December 1st for Spring Term. This is required for all new, on-going and previously applied SHEFA applicants or recipients who are required to maintain continuing residency on Saipan. Failure to vote and file income taxes on Saipan would place your Saipan residency status in doubt or question.
- 4. Most Recent Official & Sealed Transcript.** Deadline is July 1st for Fall Term and December 1st for Spring Term to submit an official transcript or an official receipt of request for transcript in lieu of a transcript. However, no applications will be processed without receipt of the latest and most recent official transcript no later than **September 30th** for the Fall Term and **February 28th** for the Spring Term, after which applications will be automatically denied. There is no exception to this requirement: all new, continuing or on-going and previously applied SHEFA applicants or recipients must comply. Effective Fall 2007, all SHEFA applicants / recipients (undergraduate, graduate and advanced student classification) must register, enroll and complete 12 credit hours in the official institution of record.
- 5. Current Class Registration & Schedule.** This is required for all new, on-going and previously applied SHEFA applicants or recipients. If it is unavailable on or before July 1st for the Fall Term or December 1st for the Spring Term, then the latest or most current class registration and updated class schedule must be submitted no later than **September 30th** for the Fall Term and **February 28th** for the Spring Term. In addition, effective Fall 2007, all SHEFA applicants / recipients (undergraduate, graduate and advanced student standing or classification) must register, enroll and complete 12 credit hours in the official institution of record.
- 6. Individual Degree Plan (IDP) Signed & Endorsed by Program / Academic Advisor.** This is required for all new, on-going and previously applied SHEFA applicants or recipients or for any change in field of study or institution of record. Transfer students must also submit a copy of an individualized degree plan (IDP) or graduation plan which is signed and endorsed by an official program / academic advisor from the latest and most current institution of record. The latest or most current and updated IDP or graduation plan must be submitted no later than **September 30th** for the Fall Term and **February 28th** for the Spring Term. Under no circumstance will a priority award be considered without an IDP or graduation plan which is signed and endorsed by a program /academic advisor. Failure to submit a signed IDP would delay the processing and disbursement of SHEFA financial assistance and would ultimately place your SHEFA application at risk.
- 7. Updated Resume.** This is required for all new, on-going and previously applied SHEFA applicants or recipients. All SHEFA applicants / recipients are encouraged to avail of SHEFA's Career

Prep Voucher for career guidance and counseling and to fine-tune job search skills and work ethos. However, the latest or most current and updated resume must be submitted no later than **September 30th** for the Fall Term and **February 28th** for the Spring Term.

8. Career Assessment Profile (half-a-page to one-page statement on how your intended major relates to your career interest and plan). This is required for all new and previously applied SHEFA applicants or recipients and for any change in field of study and / or career plan. However, the latest or most current and updated career assessment profile must be submitted no later than **September 30th** for the Fall Term and **February 28th** for the Spring Term.

9. Proof of Vote Cast at the Last General or Mid-Term Election. Off-Island must apply for absentee ballot. This is required for all new, on-going and previously applied SHEFA applicants or recipients.

10. Promissory Note / Memorandum of Agreement (MOA). This is required for all new, on-going and previously applied SHEFA applicants or recipients and for any change in field of study or change in the institution of record. A notarized original copy of the latest or most current and updated MOA must be submitted no later than **September 30th** for the Fall Term and **February 28th** for the Spring Term. Under no circumstances would a SHEFA financial assistance check to be disbursed without receipt of the original copy of a fully signed and notarized promissory note / memorandum of agreement. The MOA must be submitted annually.

If your case file remains deficient after the deadline above, your application will be automatically denied for that term, and your original application and document(s) returned upon your written request and at your own expense. You may request in writing or by phone for your application to be considered for the subsequent term within the year. Remember, all new, on-going and previously applied applicants or recipients must submit an on-line application and the required minimum supporting documents identified above every year and a signed and notarized MOA.

You may send the required document(s) directly by fax (except the MOA) to SHEFA at fax number (670) 233-5996 or at postal address PO Box 10001 PMB 3648, Saipan, MP 96950, or by e-mail using pdf file attachment at contact@saipanshefa.com pending receipt by SHEFA of the original memorandum of agreement (MOA) and the original official transcript.

***** New SHEFA Applicant:** First time to submit a SHEFA application. **On-Going or Continuing SHEFA Applicant:** Recipient of SHEFA assistance. **Previously Applied SHEFA Applicant:** Submitted SHEFA application but denied assistance, in default of previous SHEFA assistance or failed to re-apply in a semester following an award, denial or default.

Application Deadline: FALL TERM= July 1st ; WINTER / SPRING=December 1st . Submission of Fall Term application covers Winter/Spring Term as well. Winter/Spring application, however, does not cover the subsequent fall term the following year. A renewal application must be submitted every Fall term of each year.

Minimum Required Cumulative Grade Point Average: 1. Undergraduate= 2.5 ; 2. Graduate=3.0 ; Advanced=3.0

Course Repeat, Below Level Course, Religion and Failed Grades do not count toward SHEFA's twelve credit load minimum requirement every semester / quarter. If a religion course is not specifically prescribed by the institution of record in the student's individualized degree plan (IDP) or graduation plan endorsed and signed by a program advisor, it does not count toward the minimum course load requirement. All twelve-credit requirements must be taken at the student's institution of record stated in the notarized memorandum of agreement.

For other SHEFA requirements refer to the SHEFA rules and regulations, directive(s) and applicable provision(s) of law which are posted in the SHEFA website at www.saipanshefa.com . It is the responsibility of SHEFA applicants and recipients to be cognizant of all SHEFA requirements.