

**Diversifying Higher Education Faculty in Illinois
2018-2019 New Application**

New Applicant Name _____ App #: _____



Before completing this hardcopy application, you **must contact** the Institutional Representative (IR) at the institution you plan to attend to receive a special access code to be entered into the intent to apply/eligibility determination online screen.

Link to Institutional Representatives: <http://www.ibhe.org/DFI/instRep.asp>

Link to eligibility screen: <http://www.ibhe.org/OGA/DFI/eligibility.asp?Y=2015&C=DFI&T=N>.

Applicants who have not passed the online eligibility requirement and received an application number will not be accepted. Please do not send in hardcopy applications without completing the online eligibility process.

DFI Administrative Office
Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
217.557.7385 – DFI@ibhe.org

Due Date: February 16, 2018

****Please check with your Institutional Representative regarding your application, as a limited number of applications are accepted per institution.***

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IMPORTANT INFORMATION

The Diversifying Higher Education Faculty in Illinois Program (DFI) was established by the Illinois General Assembly and signed as Public Act 093-0862 on August 4, 2004. The purpose of DFI is to provide Fellowships to students pursuing post-baccalaureate degrees as part of the state's effort to diversify the faculties and professional staffs at Illinois higher education institutions.

The DFI Program Board is committed to full funding. In FY2018, new Fellows were awarded \$13,000 awards and renewal Fellows were awarded \$15,000 awards. Program funding for the 2018-2019 academic year (FY2019) is contingent on the availability of funds appropriated by the Governor and Illinois General Assembly.

Completed applications are to be submitted to the Institutional Representative at your participating institution (<http://www.ibhe.org/DFI/instRep.asp>) by the due date.

*Please note that information and requirements contained in this document are subject to modifications by the DFI Program Board, as incorporated in the DFI Program administrative rules.

DFI provides financial assistance, based on demonstrated financial need, for members of traditionally underrepresented groups who are pursuing full-time enrollment and completing graduate degrees at Illinois institutions of higher education. DFI is a program for graduate students traditionally underrepresented in higher education who have received high school diplomas or postsecondary degrees from educational institutions in Illinois or who have three or more years of residency in Illinois and are citizens or permanent residents of the United States. Applicants compete in a statewide competition for DFI awards at over 30 Illinois institutions.

Selection of award recipients in this rigorous competition is based on a comprehensive review of the application materials. All academic fields at the master's and doctoral level will be considered for this award, however, the DFI Program Board has established the following priorities: applicants interested in obtaining a full-time instructional/administrative position in Illinois higher education; applicants pursuing degrees in any of the sciences, technology, engineering, or mathematics (STEM) fields; and applicants pursuing a doctorate or other appropriate terminal degree. Stipend levels are subject to appropriations by the Illinois General Assembly. **Full-time enrollment is required while on fellowship.** Some participating institutions also provide a tuition waiver/scholarship. Applicants should check with the DFI Institutional Representative for specific information. The award is renewable for one year for master's students and up to three years for doctoral students, contingent upon the recipient making strong academic progress toward completion of the degree. Renewal definitions also are subject to revision by the DFI Program Board and administrative rules.

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GENERAL INFORMATION

Terms of the Award

Upon graduation or separation from the DFI institution, an award recipient **must agree to actively seek and accept**, when offered, a teaching or non-teaching full-time appointment at an Illinois postsecondary educational institution, or accept a position as an employee of this state in an administrative, educational-related position equal to the number of years for which he or she receives the DFI fellowship. Students failing to fulfill this condition of the award shall be required to repay 20 percent of their cumulative award amount, subject to revision by the DFI Program Board.

The DFI Award is available for a maximum of four years:

- Master's (2) years, Doctorate (2) years; or
- Doctorate (4) years

A Fellow can only receive two years of Master's-level funding and two years of Doctorate-level funding, or four years of Doctorate-level funding. The DFI award is available for a maximum of four years.

Participant Eligibility

Applicants must meet the following eligibility criteria:

- **ILLINOIS RESIDENCY:** To be classified as an Illinois resident, an applicant must have received a high school diploma or postsecondary degree from an accredited educational institution in Illinois or have three or more years of residency in Illinois.
- **UNDERREPRESENTED GROUPS:** "Traditionally underrepresented minority group" means any of the minority groups designated in the Act which are represented in Illinois post-baccalaureate enrollment at a percentage rate less than the percentage of the minority group's representation in the total Illinois population.
- **ACADEMIC ABILITY:** Applicants must possess above average academic ability as evidenced by:
 1. An earned baccalaureate degree from an accredited institution of higher learning;
 2. A minimum grade point average of 2.75 (scale 4.0 = A) in the last 60 hours of undergraduate work or over a 3.2 (scale 4.0 = A) in at least 9 hours of graduate study;
 3. Unconditional admission to a post-baccalaureate degree program.
- **ACADEMIC PURSUIT:** Applicants in all academic disciplines are eligible. Candidates pursuing degrees in any of the sciences, technology, engineering or mathematics (STEM) fields are encouraged to apply, and will receive priority consideration. Applicants must be pursuing a doctorate, terminal master's or master's degree.
- **FINANCIAL NEED:** Applicants must demonstrate financial need. A FAFSA must be filed each year (**by February 14, 2018**) to maintain eligibility.

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GENERAL APPLICATION PROCEDURES

1. DFI applications will **not** be accepted without an online registration that determines initial eligibility. Please send your registration sheet with your application.
2. The DFI application and required attachments must be submitted directly to the DFI Institutional Representative at the institution the applicant plans to attend* no later than February 16, 2018 or by the internal deadline set by the applicant's institution.
3. Applications (or attachments) sent directly to the DFI Administrative Office in Springfield by the applicant will not be considered.
4. Applicants must respond to every item on the DFI Application Form.
5. **Incomplete applications will not be considered.**
6. Applicants should check with their DFI Institutional Representative for internal deadlines and any additional information on admission or application procedures.

*Applicants must be unconditionally admitted to the institution at the time of application.

Proof of Admission

Applicants must be unconditionally admitted to a degree-granting program at the time of application. Applicants admitted probationally or on limited status due to GPA or test scores will not be considered. Proof of admission is demonstrated by including an official letter of admission on institutional letterhead. (Copies are acceptable.)

Financial Need

1. Applicants must read and complete the Financial Information Form, the Notification of Special Circumstances Form, and provide federal tax forms upon request.
2. Applicants must complete a 2018-2019 FAFSA online no later than **February 14, 2018**.
3. **The applicant's financial need must be certified by the admitting institution.**
4. The DFI Program Board reserves the right to request additional financial documentation.

Professional Goals Statement/Statement of Underrepresented Status

The Professional Goals Statement must include: (1) intended academic goal(s), including preferred academic work setting (i.e. community college, four-year/research institution, or four-year/teaching institution); (2) intended position in Illinois higher education (faculty or administrative); (3) plans for achieving intended goal(s); (4) current and/or past professional experiences that would be helpful in achieving intended goal(s); and (5) a list of your academic awards, presentations, publications, and honors.

The Statement of Underrepresented Status must include: (1) identification of the applicant's underrepresented group, (2) a description of how the applicant's underrepresented status influenced personal and academic development, and (3) why the applicant should be awarded a fellowship earmarked specifically for underrepresented groups in higher education.

See page 7 for more detailed information regarding essay requirements.

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Three Letters of Recommendation

The applicant must submit three (3) **signed** letters of recommendation written within the past 12 months. Letters should be addressed to the DFI Institutional Representative and speak to the applicant's potential to reach his/her intended professional goal(s), including potential to secure a full-time position in a State of Illinois institution of higher education.

Transcripts and Grades

Only **official transcripts** will be accepted. Transcripts are considered official if received by the Institutional Representative in a sealed envelope from the attending institution. Transcripts should be sent to your Institutional Representatives, **not** the IBHE office. It is the Fellow's responsibility to secure copies of transcripts, not the Institutional Representative's.

Due Dates

Applications should be submitted to Institutional Representatives on the date established by the Representatives and no later than **February 16, 2018**. Contact Institutional Representatives for internal application deadline dates. Selection results will be distributed in writing via the IBHE DFI Administrative Office.

Selection Process

The DFI selection process has two major phases: institutional and statewide. The applicant initiates the first phase by submitting an application packet to a DFI institution no later than **February 16, 2018**. (The applicant must contact the institution he/she plans to attend to determine if there are internal application deadlines.)

Each campus will determine which applications to send forward to statewide selections committee.

In the second phase, a state selection committee, consisting of DFI Board Members, will review the qualified applications and select awardees.

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EXPLANATION OF REQUIRED ESSAYS

The Professional Goals Statement

Two personal statements are required in support of the application for the DFI award.

1. In the upper right hand corner, indicate:

- a. Title of statement: Professional Goals;
- b. Your name;
- c. Intended DFI institution.

2. Type a one- to two-page statement addressing the following:

- a. Your intended academic goal(s), including preferred academic work setting (i.e. community college, four-year/research or four-year/teaching institution);
- b. Your intended position (i.e. faculty or administrative support);
- c. Plans for achieving your intended goal(s), including obtaining a higher education position in the State of Illinois;
- d. Identification and explanation of current and/or past professional experiences that would be helpful in achieving goal(s); such as prior teaching experience, publications, honors, presentations, participating in faculty research, assistantships held, etc.

The Statement of Underrepresented Status

1. In the upper right hand corner, indicate:

- a. Title of statement: Underrepresented Status;
- b. Your name;
- c. Intended DFI institution.

2. Type a one- to two-page paper addressing the following:

- a. Identification of your underrepresented group;
- b. Description of how your underrepresented status influenced your personal and professional goals;
- c. Discussion of why you should be awarded a fellowship earmarked specifically for underrepresented groups.

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Checklist

The following documents constitute a complete application:

- Official acceptance letter* (for degree program for which funding is being sought);
- Completed application form submitted through your Institutional Representative.* All questions on application form pertain to the degree program for which funding is being sought, unless otherwise indicated;
- Completed financial form* (and FAFSA, **February 14, 2018**, deadline met)
- The Professional Goals Statement*
- Voter Registration Card, if required (copy)
- The Statement of Underrepresented Status*
- Three letters of recommendation*
- Only official transcripts* (**no copies**)

***All items must be responded to or submitted. Incomplete applications will not be considered and will be automatically disqualified.**

For additional information or questions, please contact:

DFI Administrative Office
431 East Adams Street, 2nd Floor
Springfield, IL 62701
217.782.2551
DFI@ibhe.org

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GENERAL INFORMATION

Attending Institution and Degree to be supported by this award:

Name/Location

Program Major/Discipline

Specific Degree Sought (PhD, EdD, MA, MS, etc.)

Note: Awarded applicants are required to enroll full time while receiving this fellowship.

BIOGRAPHICAL INFORMATION

Name: _____
Last First Middle

Sex: Male _____ Female _____

Place of birth: _____

Last 4 Digits of SS# _____

Current address: _____
Street/Apt. City, State Zip Code

Telephone: () _____ Cell/Other: () _____

Academic E-Mail Address: _____

Non-academic E-Mail Address: _____

Permanent Address: _____
Street/Apt. City, State Zip Code

Telephone: () _____

PLEASE CHECK APPROPRIATE DESIGNATION:

Black/African American (Non-Hispanic) _____

Mexican-American _____ Puerto-Rican _____ Central/South American _____

Other Latino (please specify): _____

American Indian/Alaskan Native _____ Tribe: _____

Asian American _____ (specify): _____

Languages Spoken (if other than English): _____

Languages Written (if other than English): _____

Native Hawaiian or Other Pacific Islander: _____

(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

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CITIZENSHIP:

U.S. citizen: Yes ___ No ___ Permanent resident of the U.S.: Yes ___ No ___

If permanent U.S. resident, indicate permanent registration number: _____

If permanent U.S. resident, indicate the total number of years you have resided in the U.S.:

RESIDENCY:

(Please read carefully and check all that apply)

1. Did you earn an educational diploma (high school or postsecondary) at an institution located in the State of Illinois? Yes ___ No ___

If yes, specify Illinois high school and graduation date: _____

If yes, specify Illinois postsecondary institution and graduation date: _____

2. Have you resided in Illinois since February 15, 2014? Yes ___ No ___

If yes, list address and length of stay at each address for past three years:

_____ From: _____ To: _____

_____ From: _____ To: _____

_____ From: _____ To: _____

EMPLOYMENT HISTORY:

Dates (to/from)	Employer	Position Title
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

- Are you currently employed full-time? Please specify.

- Specify Work Interest: ___ Community College ___ Four-year (research emphasis) (check only one) ___ Four-year (teaching emphasis); K-12 ___
- Are you willing to relocate to other parts of the State of Illinois to accept full-time employment in a faculty or staff position? Yes ___ No ___

ACADEMIC HISTORY INFORMATION

Beginning with the most recent degree completed or pursued (not including the one for which you seek funding), list all colleges/universities attended as a graduate/undergraduate student. Attach additional sheets if necessary.

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<u>Institution/Location</u>	<u>Dates Attended</u>	<u>Degree</u>	<u>Discipline</u>	<u>Year Degree Received or Expected</u>
	<u>From</u> <u>To</u>	<u>Sought</u>		
1. _____				
2. _____				
3. _____				

GRADE POINT AVERAGE:

Undergraduate (indicate scale if other than A= 4.0)

Overall G.P.A. _____ G.P.A. for last two years _____ G.P.A. in major _____

Graduate (indicate scale if other than A= 4.0)

Overall G.P.A. _____ Credit Hours Completed _____

See page 4 for eligibility requirements

ADDITIONAL INFORMATION REGARDING CURRENT ACADEMIC PURSUIT:

I am seeking funding for: _____ Doctorate-level (answer Doctoral section below)

_____ Master's-level (answer Master's section below)

_____ Master's/Doctorate combo (answer both sections below)

Are you actively pursuing other scholarship opportunities? Please identify.

1. _____
2. _____
3. _____
4. _____

Doctoral-level degree seekers:

- Date of entry into doctoral program (month/year): _____
- Anticipated preliminary exam date (month/year): _____
- Are you currently writing a dissertation? Yes _____ No _____
- Anticipated defense date (month/year): _____
- Will you have completed all requirements of your program, except the dissertation before the fall semester 2018? Yes _____ No _____
- Anticipated degree conferral date (month/year): _____

Master's-level degree seekers:

- Date of entry into master's program (month/year): _____
- Are you currently writing a thesis or research paper? Yes _____ No _____
- Anticipated degree conferral date (month/year): _____

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ADVISOR/MENTOR INFORMATION

Mentor's Name: _____
 Mentor's Department: _____
 Mentor's Telephone: (_____) _____
 Mentor's E-mail: _____

If you do not currently have a mentor and accept a DFI Fellowship, one must be determined and reported within the first six months of funding.

APPLICANT CERTIFICATION

I certify that the information on this application is correct. In the absence of a DFI award, I will not be financially able to pursue a graduate degree at this institution. I authorize release of this and other important information to verify my eligibility for a DFI award. I agree to the conditions of the DFI award, if one is offered and accepted. I understand that misrepresentation of any portion of this application may result in the cancellation of the financial award.

_____ If awarded, I agree to forward a copy of the first two pages of my 2017 federal tax forms (if requested to do so).

Applicant's Printed Name _____
 Applicant's Signature: _____ Date: _____

PERMANENT CONTACT INFORMATION

Provide the name, address, telephone number, and e-mail address of a person who **does not reside with you** and who will always be able to contact you, should we be unable to reach you directly. **DO NOT LIST YOURSELF.** (List a person that you assume will be at this address for approximately five years from this date.)

Name: _____
 Last First Middle
 Telephone () _____
 Address: _____
 Street

 City, State Zip Code
 E-mail: _____

FINANCIAL INFORMATION FORM

The Diversifying Higher Education Faculty in Illinois Program is a financial needs-based fellowship. All applicants are required to complete the Free Application for Federal Student Aid (FAFSA), which is a standard among all postsecondary institutions in determining financial need.

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You may complete the FAFSA online at www.fafsa.ed.gov. It will take approximately 30 to 45 minutes to complete the form. Be sure to follow the directions carefully and have the required documentation on-hand that is necessary to complete the form correctly. You also may complete a FAFSA Renewal Application at this site if you submitted a FAFSA last year. If you choose to use a Renewal FAFSA, you will only need to provide current answers to financial and tax questions. You also must update any information that has changed since last year. According to the FAFSA website, you will need the following documentation to complete the form correctly:

- * Student's driver's license and Social Security card;
- * W-2 Forms and other records of money earned in 2017;
- * 2017 income tax return (IRS Form 1040, 1040A, 1040EZ; Trust Territory tax; return; or foreign country tax return);
- * Records of untaxed income, such as welfare, Social Security, Aid to Families with Dependent Children (AFDC) or Aid to Dependent Children (ADC), TANF (Temporary Assistance to Needy Families), or veterans benefits;
- * Current bank statements;
- * Current mortgage information for businesses and investments;
- * Business and farm records;
- * Records of stocks, bonds, and other investments.

Two weeks after completing the online FAFSA, you may follow up on their website to receive your Student Aid Report (SAR), which contains your Expected Family Contribution (EFC). Financial need is the difference between your EFC and your school's cost of attendance (which can include living expenses), as determined by the school.

You also may complete the FAFSA or FAFSA Renewal manually by obtaining an application from the financial aid office at your institution.

****APPLICANTS MUST COMPLETE THE FAFSA ONLINE NO LATER THAN:**

FEBRUARY 14, 2018, or have an SAR on file with your institution's financial aid office no later than February 14, 2018.

*Information obtained through www.fafsa.ed.gov website .

Student FAFSA and Institutional Rep Need Certifications

If you receive this award, do you intend to (indicate one):

_____ Not work next year

_____ Work part-time next year*

_____ Work full-time next year*

*If you will be working part- or full-time next year, list your projected income for 2018: \$ _____

*Spouse's projected earnings for 2018: \$ _____

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Expected contribution from employer _____

Expected contribution from other scholarships _____

Total outstanding balance(s) on your Stafford Loan: _____

Certification:

I have filed the Free Application for Federal Student Aid (FAFSA) prior to February 14, 2018. All information is complete and true to the best of my knowledge. I agree to provide, upon request, proof of the information I have given on this form. I realize that this proof may require a copy of my income tax forms if requested.

Applicant's Signature

Date

TO BE COMPLETED ONLY BY DFI INSTITUTIONAL REPRESENTATIVE

Total Direct Expenses*: \$ _____ - EFC: \$ _____ = Student Need: _____

**Direct expenses are educational expenses that the student will incur after the application of any waiver, scholarship, aid or assistance (other than loans) provided to the institution and/or the student, and specifically designated for the sole purpose of defraying educational expenses directly related to the student's program of study.*

Signature DFI Institutional Representative

Position

- Please provide this page with each copy of the DFI application.
- Only applications with student need of \$10,000 or greater will be considered.

Institutional Representatives

Please click on the link below for a complete list of DFI Institutional Representatives at:

<http://www.ibhe.org/DFI/instRep.asp>