Overview of Fellowship Processing Application

The application:

• Is a new web-based appointment and waiver processing system
• Provides a new way to electronically initiate appointment/waiver request
• Provides an efficient way to release “Notification of Fellowship Appointment” (NOA) to students
Overview of the Fellowship Processing Application

• Replaces manual entries on paper rating forms and wet signatures on notice of appointments (NOA).

• Replaces processes associated with courtesy, and standalone waivers

• Saves time by eliminating certain steps such as uploading and downloading individual completed forms

• Provides transparency of the status of the appointments from start to finish
Access to the Application

• The application is secured, therefore access request is reviewed and approved by AITS

• Currently, access to the application is requested by the Business and Fellowship Processing Staff

• Once access is granted, employee can use the same log in ID and password used to access any University application

• URL of the application is https://fellowship.admin.uillinois.edu
Submission Types

- Fellowship/Traineeship
- Courtesy Waiver
- Stand Alone Waiver
Submitting Fellowship/Traineeship Requests
Fellowship and Tuition Waiver Forms

Start New Form

Active Fellowship and Tuition Waiver Forms

Start New Form

Filter Active Forms
The below table contains all waiver forms submitted by or on behalf of your department and your department’s students that are current or upcoming.

Keyword Filter

View forms
- Grouped together by student
- Individually

View only Active Forms with the following statuses:

Save by Department
Submitted to Graduate College
Edits Requested by Department
Returned to Department for Edits
Under Review by Graduate College
Ready for Approval by Graduate College
Approved by Graduate College
Released to Student
Accepted by Student
Denied by Graduate College
Deferred
Declined by Student
Replaced by Revision

Apply Filters
Reset Filters
Create Fellowship and Tuition Waiver

Form Information

Form Progress

- Form Information

All fields are required unless otherwise indicated.

UIN:

What type of form do you want to fill out?

- Fellowship / Traineeship
- Courtesy Waiver
- Stand-Alone

Save and Continue  Cancel
Create Fellowship and Tuition Waiver

**Form Information**

**Form Progress**
- Form Information

All fields are required unless otherwise indicated.

**UIN:**
- UIN Here
- Name Appears Here

**What type of form do you want to fill out?**
- Fellowship / Traineeship
- Courtesy Waiver
- Stand-Alone

**Is the student being funded from multiple fellowships in the same academic year?**
- Yes
- No

**What is the duration of the waiver or fellowship?**
- Start Date (should be in mm/dd/yyyy format):
  - mm/dd/yyyy
- End Date (should be in mm/dd/yyyy format):
  - mm/dd/yyyy

**Where will the student be residing for the duration of this fellowship?**
- Select -
What type of form do you want to fill out?  
- Fellowship / Traineeship
- Courtesy Waiver
- Stand-Alone

Is the student being funded from multiple fellowships in the same academic year?  
If so, please submit a separate fellowship waiver form for each funding source.
- Yes
- No

What is the duration of the waiver or fellowship?  
Start Date (should be in mm/dd/yyyy format): 08/16/2023
End Date (should be in mm/dd/yyyy format): 12/15/2023

Where will the student be residing for the duration of this fellowship?  
- Select -
  - Within the United States of America
  - Out of the Country - Foreign Sourced Income
Fellowship / Traineeship for

Student Name

Degree Program: Auto-populates

Duration: 08/16/2023 - 12/15/2023

Fellowship: Fellowship / Traineeship

Student Information

Form Progress

- Form Information
- Student Information
- Appointing Unit
- Student Contact Information
- Academic Information
- Award Information
- Stipend Distributions
- Concurrent Assistantships
- Concurrent Hourly Appointments
- Attachments
- Notes
- Review and Submit

UIN: UIN Will Appear Here

Name: Name Here

Date of Birth: 5/24/2000

Gender: Female

Citizenship: Citizen

Degree Program: Degree Program

I have reviewed this student's information and verified it is correct.

Save and Go Back  Save and Continue  Save and Finish Later  Cancel
Fellowship / Traineeship for: Student Name

Degree Program: Auto-populates
Duration: 08/16/2023 - 12/15/2023
Fellowship: Fellowship / Traineeship

Appointing Unit

Form Progress
- Form Information
- Student Information
- **Appointing Unit**
- Student Contact Information
- Academic Information
- Award Information
- Stipend Distributions
- Concurrent Assistantships
- Concurrent Hourly Appointments
- Attachments
- Notes
- Review and Submit

All fields are required unless otherwise indicated.

Appointing Unit:

683 - Graduate College Fellowship Office

Save and Go Back  Save and Continue  Save and Finish Later  Cancel
The contact information below should be for the student, not the department submitter. All communication regarding Notices of Appointments and Waiver Letters will be sent to the student via email. Department submitters will receive email notifications when this communication goes out. No physical mail will be sent out to any address.

Updating the student address does not update the address in Banner.

All fields are required unless otherwise indicated.

Email Address:

Address To:

Address Line 1:

Address Line 2 (optional):

Address Line 3 (optional):

Mail Code (optional):

City:

State:
  - Select -

Zip or Postal Code:

Country:
  United States of America
All fields are required unless otherwise indicated.

Is this student enrolled full-time or part-time?
- Full-time student
- Part-time student

Institutional GPA: 4.00

The Institutional GPA indicates the student's cumulative GPA for courses taken at the University of Illinois.

Overall GPA: 4.00

The Overall GPA indicates the student's cumulative GPA for courses taken at the University of Illinois as well as transfer courses taken at other institutions.

Academic Status: Good Standing (13)
*Student Name (UIN)*

**Award Information**

- **Form Progress**
  - Form Information
  - Student Information
  - Appointing Unit
  - Student Contact Information
  - Academic Information
  - **Award Information**
  - Stipend Distributions
  - Concurrent Assistantships
  - Concurrent Hourly Appointments
  - Attachments
  - Notes
  - Review and Submit

- **Award:**
  - *Select*

  Awards are listed by their official title as they are set up in BANNER.

  You can enter the award’s C-FOAPAL on the FGIBDST section of BANNER if you are unsure of the official award title.

  If a fellowship or award does not appear in this list, please add it to the Fellowship List.

- **Internal or External Award:**

  - **Total Stipend or Award (from award selected above for duration previously entered):**
    - $5000

- **Buttons:**
  - Save and Go Back
  - Save and Continue
  - Save and Finish Later
  - Cancel
Please enter at least one stipend distribution for #1 New Award Test - Fellowship Waiver. If this fellowship will not be paid through the University and you do not have any Stipend Distributions, please fill out a Courtesy Waiver Form instead.

Switch to Courtesy Waiver Form

All fields are required unless otherwise indicated.

**Stipend Distribution #1:**

Please only include stipend distributions related to the #1 New Award Test - Fellowship Waiver.

**Timesheet Org:**

- 683 - Graduate College Fellowship Office

**Choose CFOAPAL:**

- All departments (1-111111-11111-2813C)

**Start Date:**

- August 16, 2023

**End Date:**

- December 15, 2023

**Total Stipend (US dollars):**

- $5000

**Monthly Stipend (US dollars):**

- $1,250.00

Some fellowships involve different stipend distributions over the course of the award (for example, the stipend distribution is different over the academic year from the summer). If this is the case for this fellowship, please add an additional stipend distribution.

NOTE: Stipend Distributions entered on this page are for #1 New Award Test - Fellowship Waiver ONLY. If this student has additional awards, a separate fellowship form should be submitted for each award.
Please inform the Graduate College of any assistantships the student will hold concurrently with this award, regardless of whether or not the assistantship has any impact of waiver eligibility.

All fields are required unless otherwise indicated.

Does the student have any concurrent assistantships?

☑ Yes ☐ No ☐ Unknown

Concurrent Assistantship #1:

Start Date: mm/dd/yyyy
End Date: mm/dd/yyyy
Percent:

Add Another Concurrent Assistantship

Save and Go Back Save and Continue Save and Finish Later Cancel
Form Progress

- Form Information
- Student Information
- Appointing Unit
- Student Contact Information
- Academic Information
- Award Information
- Stipend Distributions
- Concurrent Assistantships
- Concurrent Hourly Appointments

Concurrent Hourly Appointments

Please inform the Graduate College of any hourly appointments the student will hold concurrently with this award. **Please Note:** If you learn after submitting this form that the student has an hourly appointment you were not previously aware of, you are expected to update this information. You can do this via the “Request to Edit” feature.

All fields are required unless otherwise indicated.

Does the student have any concurrent hourly appointments?

- Yes
- No
- Unknown

Concurrent Hourly Appointment #1:

- Start Date: mm/dd/yyyy
- End Date: mm/dd/yyyy
- Hours per week: [ ]

Add Another Concurrent Hourly Appointment

- Save and Go Back
- Save and Continue
- Save and Finish Later
- Cancel
Please attach an award letter for this fellowship.

Choose a file...  Optional

Save and Go Back  Save and Continue  Save and Finish Later  Cancel
Fellowship and Tuition Waiver Forms

Fellowship / Traineeship for: Student Name (UIN)

Degree Program: Auto-Populates
Duration: 08/16/2022 - 08/14/2023
Fellowship: alt name for civil engineering

Notes

Form Progress
- Form Information
- Student Information
- Student Contact Information
- Academic Information
- Award Information
- Stipend Distributions
- Concurrent Assistantships
- Concurrent Hourly Appointments
- Attachments
- Notes
- Review and Submit

Please add any notes you feel are necessary, either for your reference or to explain something about the form to the Graduate College. If you are editing the form after it's been submitted, you are highly encouraged to make a note of any edits you have made.

Notes are optional.

Add Notes (optional):

Save and Go Back  Save and Continue  Save and Finish Later  Cancel
Student Name (UIN): [Redacted]
Degree Program: [Redacted]

#2 Test (08/16/2023 - 12/15/2023)

Form Status
Status: Saved by Department

This waiver form not yet been submitted to the Graduate College. After you have completed the form please review the details to ensure all information is correct and accurate. If the student has multiple fellowships in a single term, please fill out all the fellowship forms and submit them at the same time. Note: Beginning the approval process.

Form Information
Duration: 08/16/2023 - 12/15/2023
Type of Form: Fellowship / Traineeship
Are you submitting multiple fellowships for this student? No
Where will the student be residing for the duration of this fellowship? Within the United States of America

Student Information
UIN:
Student Name: [Redacted]
Date of Birth: 5/24/2000
Gender: Female
Citizenship: Citizen
Degree Program: [Redacted]

Appointing Unit
Appointing Unit: Graduate College Fellowship Office (883)
Appointing Unit Campus Address: [Redacted]

Submission Information
Submitter:
Submitter Name:
Submitter Email:
Submitter Phone Number:
Submission Date:

Student's Forms

Manage Awards

Begin Submission Process
Once a form has been submitted it can no longer be edited without sending a request to the Graduate College to have the form returned.

If a student will have multiple fellowships in an academic term, it is strongly recommended that all forms be submitted at the same time. This will ensure the Graduate College has all relevant information before beginning the review process.

<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Form Type</th>
<th>Fellowship Title</th>
<th>Total Stipend or Award Amount</th>
<th>Degree Program</th>
<th>Status</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2023</td>
<td>Fellowship / Traineeship</td>
<td>#2 Test</td>
<td>$5,000.00</td>
<td></td>
<td>Saved by Department</td>
<td>08/16/2023 - 12/15/2023</td>
</tr>
</tbody>
</table>

Only completed forms in the "Saved" or "Returned for Edits" status can be submitted. If a form cannot be submitted here it is either because it is already been submitted or it is not complete.

Submit Selected Fellowships
Student Name

Submitted Forms
You have successfully submitted the following forms for Student Name:

- Fellowship / Traineeship - #2 Test

The Graduate College will review all forms. You will receive a notification if a form is denied, approved, or requires edits.

View All Records for Student Name

Filter Active Forms
The below table contains all waiver forms submitted by or on behalf of Student Name

Keyword Filter

View forms
- Grouped together by student
- Individually

View only Active Forms with the following statuses:

- Saved by Department
- Submitted to Graduate College
- Edits Requested by Department
- Returned to Department for Edits
- Under Review by Graduate College
- Ready for Approval by Graduate College
- Approved by Graduate College
- Released to Student
- Accepted by Student
- Declined by Student
- Terminated

Select All

Apply Filters
Reset Filters
## Status Definitions

- Saved by Department
- Submitted to Graduate College
- Edits Requested by Department
- Returned to Department for Edits
- Under Review by Graduate College
- Ready for Approval by Graduate College
- Approved by Graduate College
- Released to Student
- Accepted by Student
- Denied by Graduate College
- Deferred
- Declined by Student
- Terminated
- Replaced by Revision

### Active Forms

*1 Active Form*

<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Student</th>
<th>Award</th>
<th>Status</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2023</td>
<td>Student Name (UIN)</td>
<td>#2 Test</td>
<td>Submitted to Graduate College</td>
<td>08/16/2023 - 12/15/2023</td>
</tr>
<tr>
<td>Form Type</td>
<td>Title</td>
<td>Appointing Unit</td>
<td>Duration</td>
<td>Submission Date</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------</td>
<td>------------------------------------------</td>
<td>-------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Fellowship / Traineeship</td>
<td>#2 Test</td>
<td>Graduate College Fellowship Office</td>
<td>08/16/2023 - 12/15/2023</td>
<td>3/1/2023</td>
</tr>
</tbody>
</table>
View and Release Student Notices

Your department is currently set to **manually release** notices to students after approval by the Graduate College. Please review the notice(s) awaiting manual release. If there are any issues with the content of the notice, you may request to edit the initial fellowship form, otherwise you may release the notice to the student.

The student will be notified via email when a notice requires their response. Returning students must respond within **30 days**, and new students must respond by April 15th.

### Fellowship / Traineeship

<table>
<thead>
<tr>
<th>Title</th>
<th>Duration</th>
<th>Date Released To Student</th>
<th>Response Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2 Test</td>
<td>08/16/2023 - 12/15/2023</td>
<td>Awaiting Manual Release</td>
<td>No response deadline available</td>
</tr>
</tbody>
</table>

[View Award Notice](#)
## Notice of Fellowship Appointment

### Notice Information

- **Date Released to Student:** No release date available
- **Student Response:** Student has not yet responded
- **Response Deadline:** No response deadline available

### Award Information

- **Type of Award:** Fellowship / Traineeship
- **Associated Award(s):**
  - #2 Test (8/16/2023 - 12/15/2023)

---

### Federal Loan Compliance

I certify I am not in default on any student loan, do not owe a refund on any grant, and have not borrowed in excess of the loan limits under any Title IV program at any institution. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, Federal College Work Study, Federal Perkins Loan, and the Federal Stafford Student loan programs.

- [ ] I have read and agree to the stipulations listed above.

**Warning:** Returning students have 30 days after the notice is released to respond to the notice.

---

**Release Notice To Student**
Fellowship and Tuition Waiver Forms

Active Fellowship and Tuition Waiver Forms

Filter Active Forms
The below table contains all waiver forms submitted by or on behalf of the student.

Keyword Filter

View only Active Forms with the following statuses:

- Saved by Department
- Submitted to Graduate College
- Under Review by Graduate College
- Ready for Approval by Graduate College
- Approved by Graduate College
- Released to Student
- Accepted by Student
- Award Completed
- Deferred
- Declined by Student
- Terminated

Notice Released To Student

You have successfully released the notices associated with the following award(s) to the student:

- Fellowship / Traineeship - #2 Test

The student will receive an email shortly, after which they must respond to the notice within 30 days (returning students) or by April 15th (new students). You will receive an email after the student has responded and will be able to view their response.
View only Active Forms with the following statuses:

- Saved by Department
- Submitted to Graduate College
- Edits Requested by Department
- Returned to Department for Edits
- Under Review by Graduate College
- Ready for Approval by Graduate College
- Approved by Graduate College
- Denied by Graduate College
- Accepted by Student
- Declined by Student
- Released to Student
- Replaced by Revision
- Award Completed
- Deferred
- Terminated

Select All

Apply Filters  Reset Filters

Show 25 entries

<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Student</th>
<th>Award</th>
<th>Status</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2023</td>
<td>Student Name (UIN)</td>
<td>#2 Test</td>
<td>Released to Student</td>
<td>08/16/2023 - 12/15/2023</td>
</tr>
<tr>
<td>Last Updated</td>
<td>Award</td>
<td>Status</td>
<td>Duration</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>-------------------------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td>01/17/2023</td>
<td>#2 Test</td>
<td>Accepted by Student</td>
<td>8/16/2023 – 12/15/2023</td>
<td></td>
</tr>
</tbody>
</table>
Submitting Courtesy Waiver Requests
Fellowship and Tuition Waiver Forms

Start New Form  Active Forms  Archived Forms

Active Fellowship and Tuition Waiver Forms

Filter Active Forms
The below table contains all waiver forms submitted by or on behalf of your department and your department's students that are current or upcoming.

Keyword Filter

View forms
- Grouped together by student
- Individually

View only Active Forms with the following statuses:

- Saved by Department
- Submitted to Graduate College
- Edits Requested by Department
- Returned to Department for Edits
- Under Review by Graduate College
- Ready for Approval by Graduate College
- Approved by Graduate College
- Released to Student
- Accepted by Student
- Declined by Student
- Denied by Graduate College
- Replaced by Revision
- Deferred
- Terminated

Select All

Apply Filters  Reset Filters
Create Fellowship and Tuition Waiver

Form Information

Form Progress
- Form Information

UIN: [Red box]

What type of form do you want to fill out? [Red box]
- Fellowship / Traineeship
- Courtesy Waiver
- Stand-Alone

What term is this waiver for?
- Summer 2022 - Urbana-Champaign
- Fall 2022 - Urbana-Champaign
- Spring 2023 - Urbana-Champaign
- Summer 2023 - Urbana-Champaign
- Fall 2023 - Urbana-Champaign

Save and Continue  Cancel
Appointing Unit:

683 - Graduate College Fellowship Office
Form Progress

☑ Form Information
☑ Student Information
☑ Appointing Unit
☑ Student Contact Information
☒ Academic Information

Is this student enrolled full-time or part-time?

- Full-time student
- Part-time student

Institutional GPA: 4.00

The Institutional GPA indicates the student’s cumulative GPA for courses taken at the University of Illinois.

Overall GPA: 4.00

The Overall GPA indicates the student’s cumulative GPA for courses taken at the University of Illinois as well as transfer courses taken at other institutions.

Academic Status: Good Standing (13)
Award Information

All fields are required unless otherwise indicated.

Award:
- Select -

Awards are listed by their official title as they are set up in BANNER. You can enter the award’s C-FOAPAL on the FGIBDST section of BANNER if you are unsure of the official award title. If a fellowship or award does not appear in this list, please add it to the Fellowship List.

Total Stipend or Award (from award selected above for duration previously entered):

Total Stipend

Save and Go Back  Save and Continue  Save and Finish Later  Cancel
Please attach an award letter for this waiver.
Form Progress
- Form Information
- Student Information
- Appointing Unit
- Student Contact Information
- Academic Information
- Award Information
- Attachments
- Notes
- Review and Submit

Attachments

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test for new fellowship database.docx</td>
<td>2/28/2023</td>
<td>mwilmert</td>
</tr>
</tbody>
</table>

Add Attachment  Continue  Cancel
Please add any notes you feel are necessary, either for your reference or to explain something about the form to the Graduate College. If you are editing the form after it's been submitted, you are highly encouraged to make a note of any edits you have made.

*Notes are optional.*

Add Notes (optional):

Save and Go Back  Save and Continue  Save and Finish Later  Cancel
<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Student</th>
<th>Award</th>
<th>Status</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2023</td>
<td>Student Name (UIN)</td>
<td>New Courtesy waiver</td>
<td>Saved by Department</td>
<td>08/21/2023 - 12/15/2023 (Fall 2023)</td>
</tr>
</tbody>
</table>
Form Status:
Status: Saved by Department.

Note:
No notes have been added.

Student Information:
- UIN
- Student Name
- Date of Birth: 5/24/2000
- Gender: Female
- Citizenship: Citizen
- Degree Program

Appointing Unit:
- Appointing Unit: Graduate College Fellowship Office (683)
- Appointing Unit Campus Address:
## Filter Active Forms

The below table contains all waiver forms submitted by or on behalf of your department and your department's students that are current or upcoming.

### Keyword Filter

**View forms**
- [ ] Grouped together by student
- [ ] Individually

### View only Active Forms with the following statuses:

**Status Definitions**

- Saved by Department
- Submitted to Graduate College
- Edits Requested by Department
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- Ready for Approval by Graduate College
- Approved by Graduate College
- Denied by Graduate College
- Released to Student
- Accepted by Student
- Declined by Student
- Replaced by Revision

- Award Completed
- Deferred
- Terminated

- Deselect All

### Show 25 entries

<table>
<thead>
<tr>
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<th>Status</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/2023</td>
<td>Student Name (UIN)</td>
<td>New Courtesy waiver</td>
<td>Approved by Graduate College</td>
<td>08/21/2023 - 12/15/2023 (Fall 2023)</td>
</tr>
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Your department is currently set to **manually release** notices to students after approval by the Graduate College. Please review the notice(s) awaiting manual release. If there are any issues with the content of the notice, you may request to edit the initial fellowship form, otherwise you may release the notice to the student.

The student will be notified via email when a notice requires their response. Returning students must respond within **30 days**, and new students must respond by April 15th.

### Courtesy Waiver

<table>
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<tr>
<th>Title</th>
<th>Duration</th>
<th>Date Released To Student</th>
<th>Response Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Courtesy waiver</td>
<td>08/21/2023 - 12/15/2023 (Fall 2023)</td>
<td>Awaiting Manual Release</td>
<td>No response deadline available</td>
</tr>
</tbody>
</table>

[View Award Notice]

[View current and previous notices]
Notice Information

Date Released to Student: No release date available
This notice requires a manual release from the department.

Student Response: Student has not yet responded
Response Deadline: No response deadline available

Award Information

Type of Waiver: Courtesy Waiver
Associated Award(s):
- New Courtesy waiver (Fall 2023 - 8/21/2023 - 12/15/2023)

Federal Loan Compliance

☐ I certify I am not in default on any student loan, do not owe a refund on any grant, and have not borrowed in excess of the loan limits under any Title IV program at any institution. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, Federal College Work Study, Federal Perkins Loan, and the Federal Stafford Student loan programs.

☐ I have read and agree to the stipulations listed above.

⚠️ Warning: Returning students have 30 days after the notice is released to respond to the notice.

Release Notice To Student
Notice Released To Student

You have successfully released the notices associated with the following award(s) to the student:

- Courtesy Waiver - New Courtesy waiver

The student will receive an email shortly, after which they must respond to the notice within 30 days (returning students) or by April 15th (new students). You will receive an email after the student has responded and will be able to view their response.
## Active Fellowship and Tuition Waiver Forms

### Filter Active Forms

The below table contains all waiver forms submitted by or on behalf of your department and your department's students that are current or upcoming.

**Keyword Filter**

**View forms**
- Grouped together by student
- Individually

### View only Active Forms with the following statuses:

- Saved by Department
- Submitted to Graduate College
- Edits Requested by Department
- Returned to Department for Edits
- Deselect All

<table>
<thead>
<tr>
<th>Status Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved by Department</td>
</tr>
<tr>
<td>Submitted to Graduate College</td>
</tr>
<tr>
<td>Under Review by Graduate College</td>
</tr>
<tr>
<td>Ready for Approval by Graduate College</td>
</tr>
<tr>
<td>Approved by Graduate College</td>
</tr>
<tr>
<td>Denied by Graduate College</td>
</tr>
<tr>
<td>Released to Student</td>
</tr>
<tr>
<td>Accepted by Student</td>
</tr>
<tr>
<td>Declined by Student</td>
</tr>
<tr>
<td>Replaced by Revision</td>
</tr>
<tr>
<td>Award Completed</td>
</tr>
<tr>
<td>Deferred</td>
</tr>
<tr>
<td>Terminated</td>
</tr>
</tbody>
</table>

### Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Name (UIN)</th>
<th>Award</th>
<th>Status</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/2023</td>
<td></td>
<td>New Courtesy waiver</td>
<td>Released to Student</td>
<td>08/21/2023 - 12/15/2023 (Fall 2023)</td>
</tr>
<tr>
<td>Last Updated</td>
<td>Student</td>
<td>Award</td>
<td>Status</td>
<td>Duration</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>-------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>02/20/2023</td>
<td>Student Name (UIN)</td>
<td>Courtesy Waiver</td>
<td>Accepted by Student</td>
<td>8/16/23 - 12/15/23 (Fall 2023)</td>
</tr>
</tbody>
</table>
Submitting Stand Alone Waiver Requests
Fellowship and Tuition Waiver Forms

Start New Form

Active Fellowship and Tuition Waiver Forms

Filter Active Forms
The below table contains all waiver forms submitted by or on behalf of your department and your department's students that are current or upcoming.

Keyword Filter

View forms
- Grouped together by student
- Individually

View only Active Forms with the following statuses:

- Saved by Department
- Submitted to Graduate College
- Edits Requested by Department
- Returned to Department for Edits
- Under Review by Graduate College
- Ready for Approval by Graduate College
- Approved by Graduate College

- Released to Student
- Accepted by Student
- Declined by Student
- Terminated
- Award Completed
- Deferred

Select All

Apply Filters
Reset Filters
Create Fellowship and Tuition Waiver

Form Information

Form Progress
- Form Information

All fields are required unless otherwise indicated.

UIN: [ ]

What type of form do you want to fill out? (About Form Types)
- Fellowship / Traineeship
- Courtesy Waiver
- Stand-Alone

Should the student receive a full or base tuition waiver?
- Full Tuition Waiver
- Base Tuition Waiver

What term is this waiver for?
- Summer 2022 - Urbana-Champaign
- Fall 2022 - Urbana-Champaign
- Spring 2023 - Urbana-Champaign
- Summer 2023 - Urbana-Champaign
- Fall 2023 - Urbana-Champaign

Save and Continue Cancel
Stand-Alone for Student name (UIN)

Degree Program: [Degree Program]  
Duration: 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: Stand-Alone - Full Tuition Waiver

Student Information

Form Progress

- Form Information
- Student Information
- Appointing Unit
- Student Contact Information
- Academic Information
- Attachments
- Notes
- Review and Submit

UIN: [UIN]

Name: [Student name]

Date of Birth: 10/29/1998

Gender: Male

Citizenship: Citizen

Degree Program: [Degree Program]

I have reviewed this student's information and verified it is correct.

Save and Go Back  Save and Continue  Save and Finish Later  Cancel
Appointing Unit:

683 - Graduate College Fellowship Office
Form Progress

- Form Information
- Student Information
- Attachments
- Notes
- Review and Submit

Student Contact Information

The contact information below should be for the student, not the department submitter. All communication regarding Notices of Appointments and Waiver Letters will be sent to the student via email. Department submitters will receive email notifications when this communication goes out. No physical mail will be sent out to any address.

Updating the student address does not update the address in Banner.

All fields are required unless otherwise indicated.

Email Address:

Address To:

Address Line 1:

Address Line 2 (optional):

Address Line 3 (optional):

Mail Code (optional):

City:

State:
- Select -

Zip or Postal Code:

Country:
- United States of America -
Stand-Alone for [Student name (UIN)]

Degree Program: [Degree Program]  Duration: 08/21/2023 - 12/15/2023 (Fall 2023)
Fellowship: Stand-Alone - Full Tuition Waiver

Academic Information

Form Progress
- Form Information
- Student Information
- Appointing Unit
- Student Contact Information
- Academic Information
- Attachments
- Notes
- Review and Submit

All fields are required unless otherwise indicated.

Is this student enrolled full-time or part-time?
- ☐ Full-time student
- ☐ Part-time student

Institutional GPA: 3.87

The Institutional GPA indicates the student's cumulative GPA for courses taken at the University of Illinois.

Overall GPA: 3.87

The Overall GPA indicates the student's cumulative GPA for courses taken at the University of Illinois as well as transfer courses taken at other institutions.

Academic Status: Good Standing (13)
Please attach the dean's letter of request for this stand-alone waiver. (This does not have to be an individually addressed letter.)

Choose a file...  Required
**Stand-Alone for** Student name (UIN)

Degree Program: 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: Stand-Alone - Full Tuition Waiver

### Attachments

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test for new fellowship database.docx</td>
<td>2/28/2023</td>
<td>mwilmert</td>
</tr>
</tbody>
</table>

[View | Delete]
Please add any notes you feel are necessary, either for your reference or to explain something about the form to the Graduate College. If you are editing the form after it's been submitted, you are highly encouraged to make a note of any edits you have made.

Notes are optional.

Add Notes (optional):
This waiver form not yet been submitted to the Graduate College. After you have completed the form please review the information before submitting.

If the student has multiple fellowships in a single term, please fill out all the fellowship forms and submit them at the same time to ensure the Graduate College has all relevant information before beginning the review process.

**Form Information**

**Duration:** Fall 2023

**Type of Form:** Stand-Alone

**Type of Waiver:** Full Tuition Waiver

**Student Information**

**UIN:**

**Student Name:**

**Date of Birth:** 10/29/1998
### Active Fellowship and Tuition Waiver Forms

**Start New Form**

---

**Filter Active Forms**

The below table contains all waiver forms submitted by or on behalf of your department and your department's students that are current or upcoming.

#### Keyword Filter

- View forms
  - Grouped together by student
  - Individually

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- Released to Student
- Accepted by Student
- Declined by Student
- Replaced by Revision
- Award Completed
- Deferred
- Terminated

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**Show 25 entries**

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<tbody>
<tr>
<td>02/28/2023</td>
<td>Stand-Alone - Full Tuition Waiver</td>
<td>Saved by Department</td>
<td>08/21/2023 - 12/15/2023 (Fall 2023)</td>
</tr>
</tbody>
</table>
Stand-Alone (08/21/2023 - 12/15/2023 (Fall 2023))

Form Status
Status: Saved by Department

This waiver form not yet been submitted to the Graduate College. After you have completed the form please review it and make sure all information is correct. If the student has multiple fellowships in a single term, please fill out all the fellowship forms and submit them at the same time, beginning the review process.

Form Information
Duration: Fall 2023
Type of Form: Stand-Alone
Type of Waiver: Full Tuition Waiver

Student Information
UIN: [UIN]
Student Name: [Student Name]
Date of Birth: 4/1/1993
Gender: Male
Citizenship: US Permanent Resident (LPR)
Degree Program: [Degree Program]

Notes
No notes have been added.

Submission Information
Submitter:
Submitter NetId:
Submitter Email:
Submitter Phone Number:
Submission Date:

Student's Forms
View Full Student Summary
Type | Title | Duration | Appointing Unit | Award Amount | Status
---|---|---|---|---|---

Manage Award
Begin Submission Process
### Filter Active Forms

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<td>Student name (UIN)</td>
<td>Stand-Alone - Full Tuition Waiver</td>
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<td>08/21/2023 - 12/15/2023 (Fall 2023)</td>
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</tbody>
</table>
**Stand-Alone (08/21/2023 - 12/15/2023 (Fall 2023))**

**Form Status**
- Status: Approved by Graduate College

**Form Information**
- Edit Form Information
- Duration: Fall 2023
- Type of Form: Stand-Alone
- Type of Waiver: Full Tuition Waiver

**Student Information**
- UIN: [Redacted]
- Student Name: [Redacted]
- Date of Birth: 10/29/1998
- Gender: Male
- Citizenship: Citizen
- Degree Program: [Redacted]

**Appointing Unit**
- Graduate College Fellowship Office
- Campus Address: [Redacted]

**View and Release Student Notices**

Your department is currently set to manually release notices to students after approval by the Graduate College. Please review the notice(s) awaiting manual release. If there are any issues with the content of the notice, you may request to edit the initial fellowship form, otherwise you may release the notice to the student.

The student will be notified via email when a notice requires their response. Returning students must respond within 30 days, and new students must respond by April 15th.

### Stand-Alone

<table>
<thead>
<tr>
<th>Title</th>
<th>Duration</th>
<th>Date Released To Student</th>
<th>Response Deadline</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand-Alone - Full Tuition Waiver</td>
<td>08/21/2023 - 12/15/2023 (Fall 2023)</td>
<td>Awaiting Manual Release</td>
<td>No response deadline available</td>
<td></td>
</tr>
</tbody>
</table>
### Notice Information

**Date Released To Student:** No release date available

This notice requires a manual release from the department.

**Release Notice To Student**

**Student Response:** Student has not yet responded

**Response Deadline:** No response deadline available

### Waiver Information

**Type of Award:** Stand-Alone

**Associated Waiver(s):**
- Full Tuition Waiver (Fall 2023 - 8/21/2023 - 12/15/2023)

### Terms of Fee Waiver

Congratulations! Your college has elected to offer you a waiver of tuition and select fees.

All stand alone waivers cover the following fees:
- Service Fee
- AFMFA Fee
- Library/IT Fee

All remaining charges to your student account are your responsibility to pay. Please indicate you understand what your coverage includes by accepting this offer.

If you have questions please contact your academic department or the Graduate College at kammin@illinois.edu.

---

I have read and agree to the stipulations listed above.

**Warning:** Returning students have 30 days after the notice is released to respond to the notice.

**Release Notice To Student**
Notice Released To Student

You have successfully released the notices associated with the following award(s) to the student:

- Stand-Alone - Stand-Alone - Full Tuition Waiver

The student will receive an email shortly, after which they must respond to the notice within 30 days (returning students) or by April 15th (new students). You will receive an email after the student has responded and will be able to view their response.
### Active Fellowship and Tuition Waiver Forms

**Start New Form**

---

**Filter Active Forms**

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- Deselect All

**Apply Filters**  
**Reset Filters**

---

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Apply Filters  Reset Filters

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<tbody>
<tr>
<td>05/04/2022</td>
<td>Student name (UIN)</td>
<td>Stand-Alone - Full Tuition Waiver</td>
<td>Accepted by Student</td>
<td>8/21/23 – 12/15/23 (Fall 2023)</td>
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