# 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

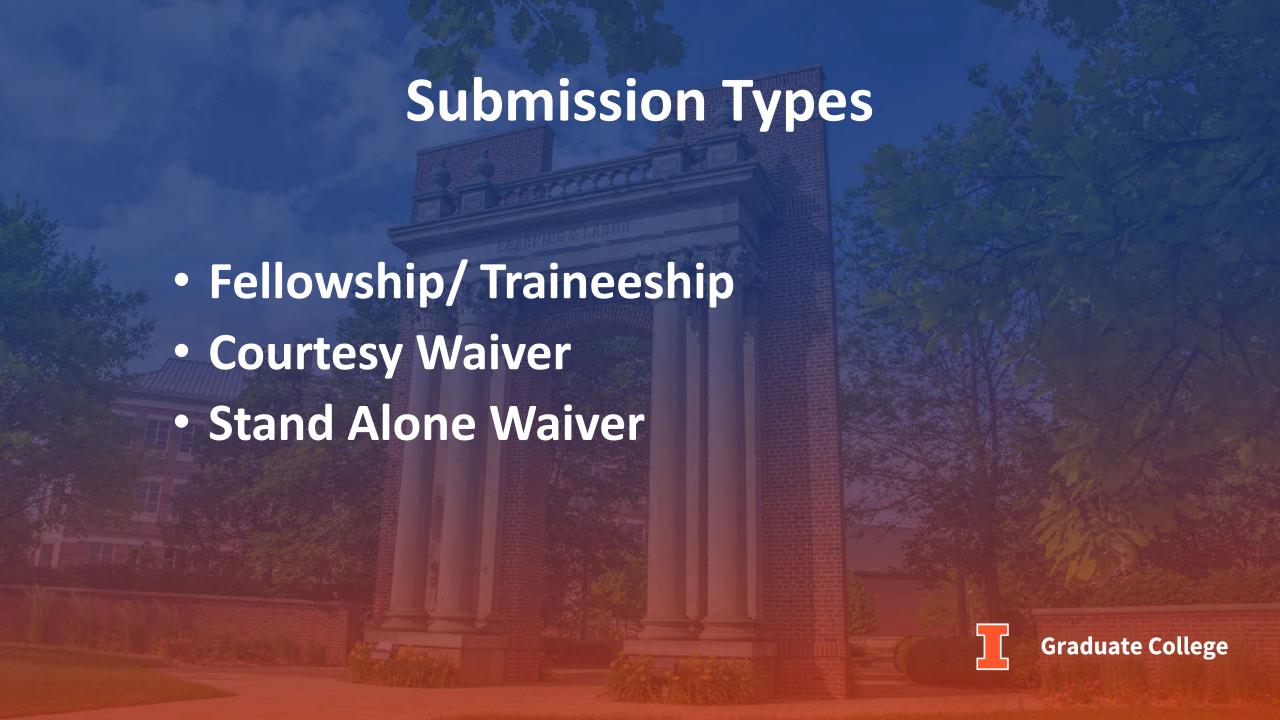
- Replaces manual entries on paper rating forms and wet signatures on notice of appointments (NOA).
- Replaces processes associated with courtesy, and standalone waivers
- Saves time by eliminating certain steps such as uploading and downloading individual completed forms
- Provides transparency of the status of the appointments from start to finish



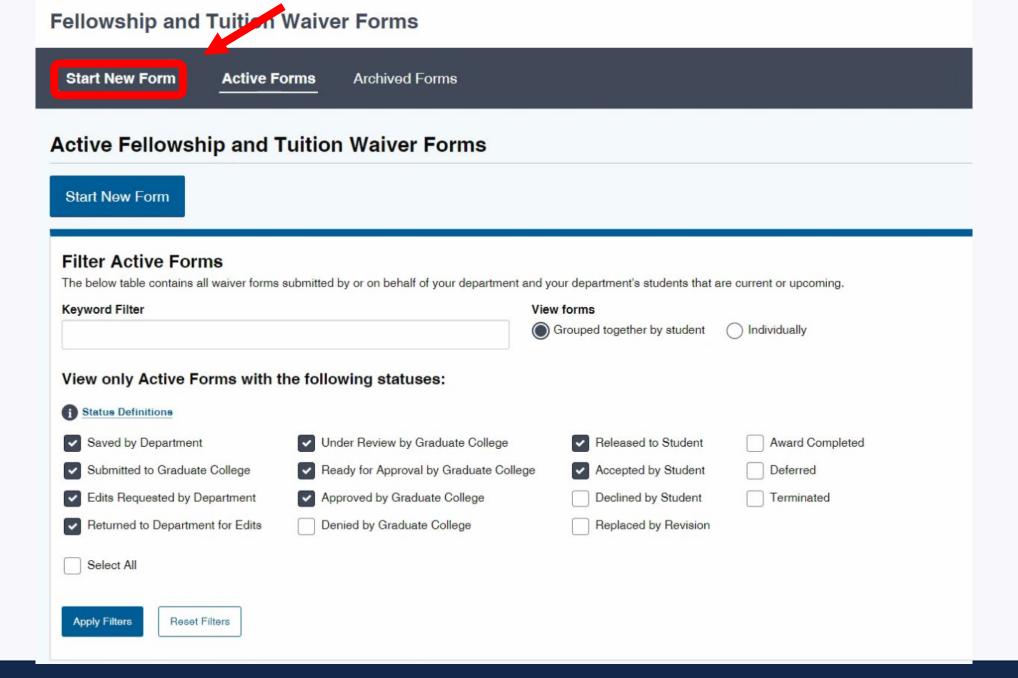
## Access to the Application

- 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



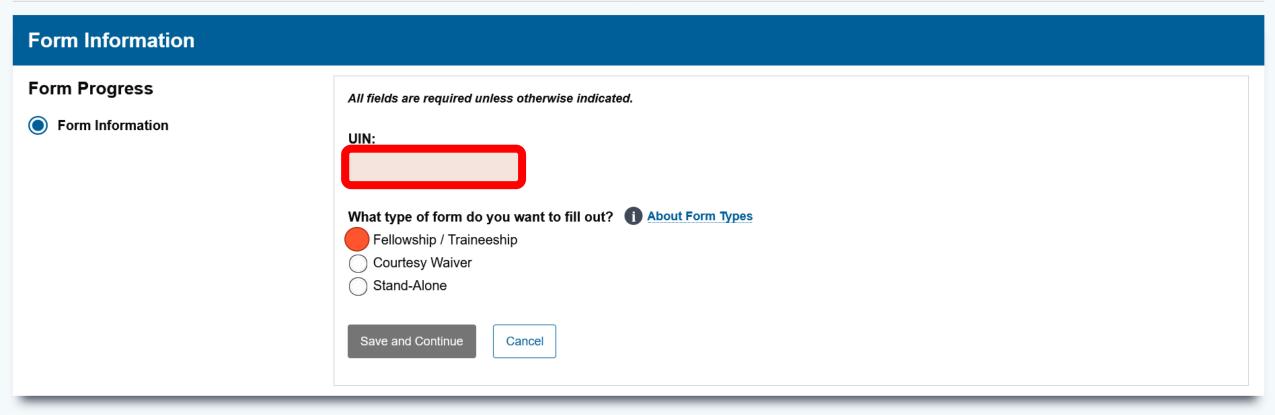








#### **Create Fellowship and Tuition Waiver**



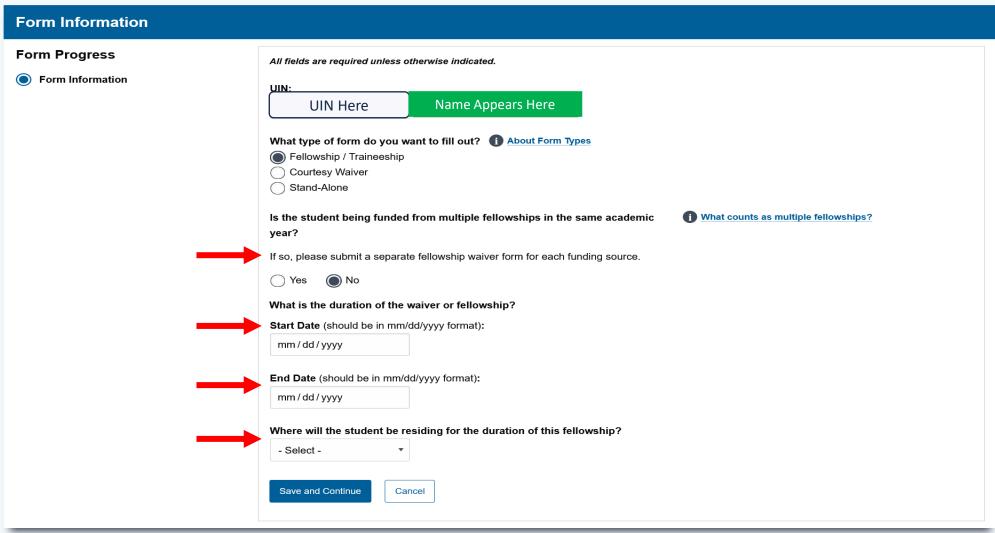


Meredith Wilmert

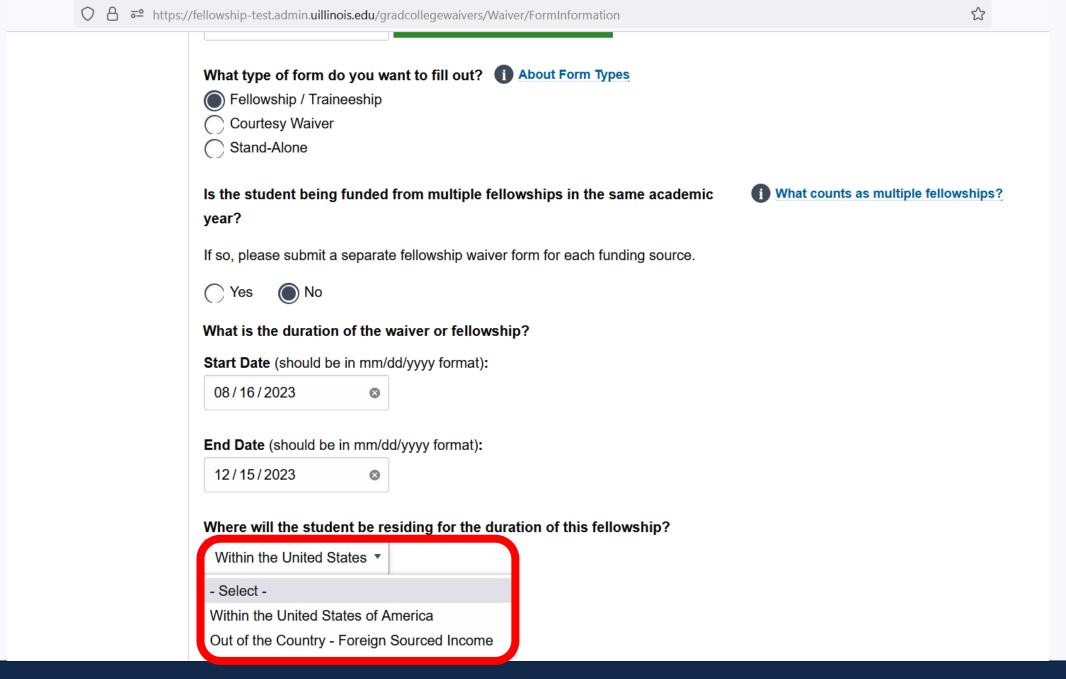
#### **Fellowship and Tuition Waiver Forms**



#### **Create Fellowship and Tuition Waiver**







**Student Name** 

Degree Program:

Auto-populates

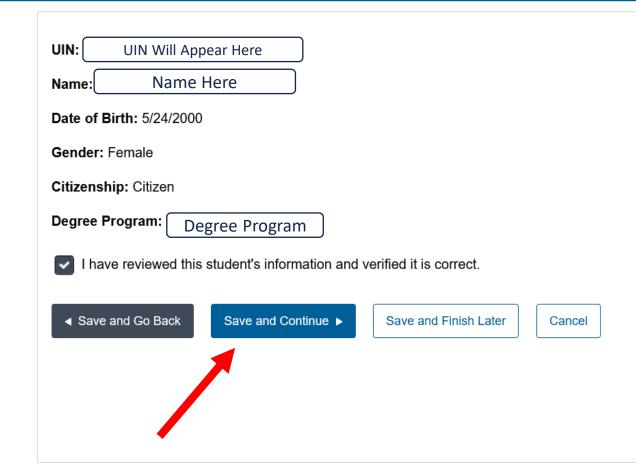
Duration: 08/16/2023 - 12/15/2023

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



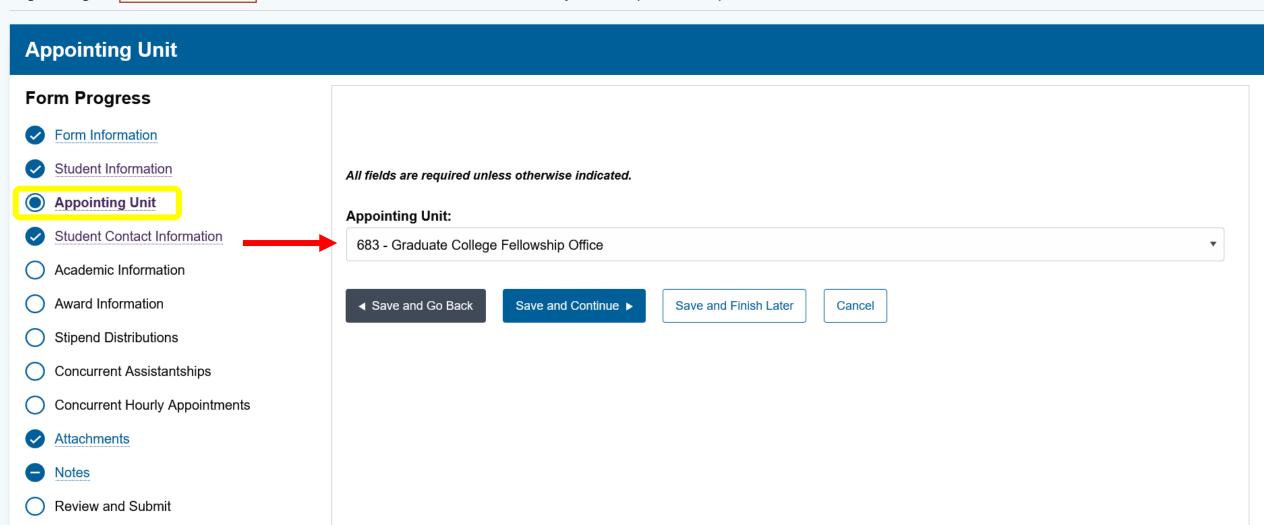
Student Name

Degree Program:

Auto-populates

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

Fellowship: Fellowship / Traineeship





#### **Student Contact Information**

#### **Form Progress** The contact information below should be for the student, not the department submitter. All communication regarding Notices of Appointments and Form Information 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. Student Information Updating the student address does not update the address in Banner. Appointing Unit All fields are required unless otherwise indicated. Student Contact Information Academic Information **Email Address:** Award Information Stipend Distributions Address To: Oncurrent Assistantships Concurrent Hourly Appointments Address Line 1: Attachments Notes Review and Submit Address Line 2 (optional): Address Line 3 (optional): Mail Code (optional): City: State: - Select -Zip or Postal Code: Country: United States of America

Save and Continue ▶

Save and Finish Later

Cancel

Red Fields Will Auto-Populate

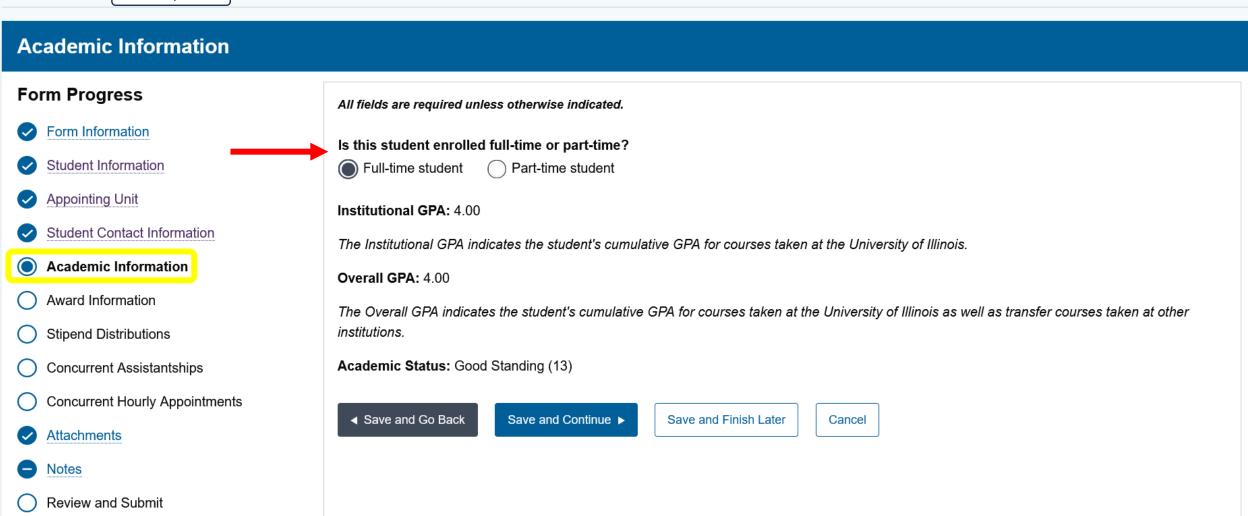
Student Name (UIN)

Degree Program:

**Auto-Populates** 

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

Fellowship: Fellowship / Traineeship





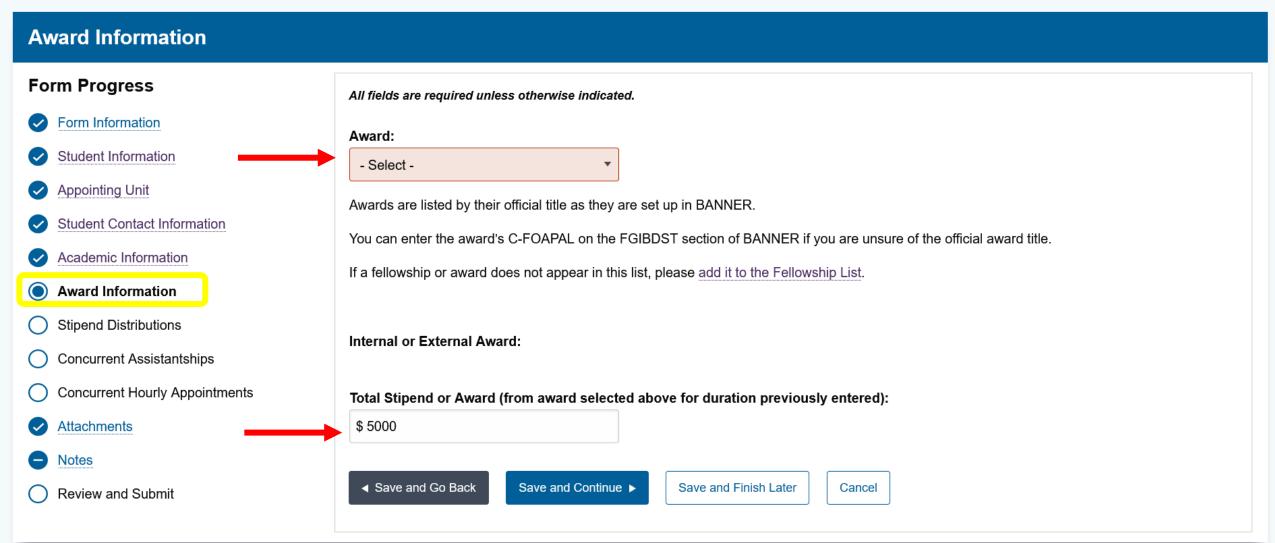
Student Name (UIN)

Degree Program:

Auto-Populates

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

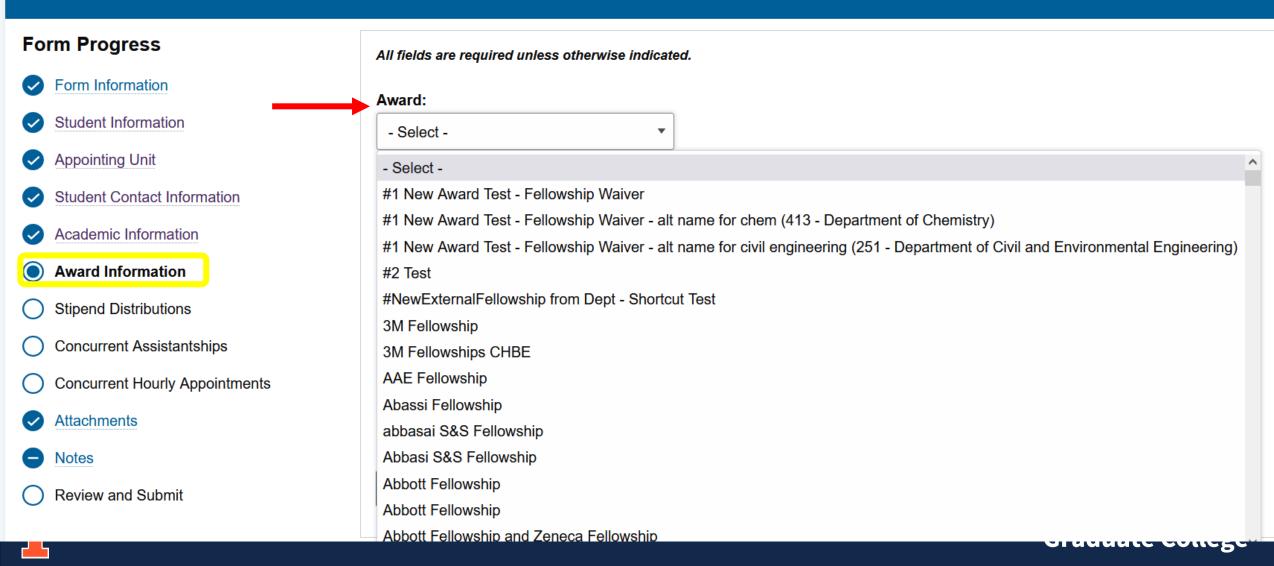
Fellowship: Fellowship / Traineeship





# Fellowship / Traineeship for Student Name (UIN) Degree Program: Auto-Populates Duration: 08/16/2023 - 12/15/2023 Fellowship: Fellowship / Traineeship

#### **Award Information**



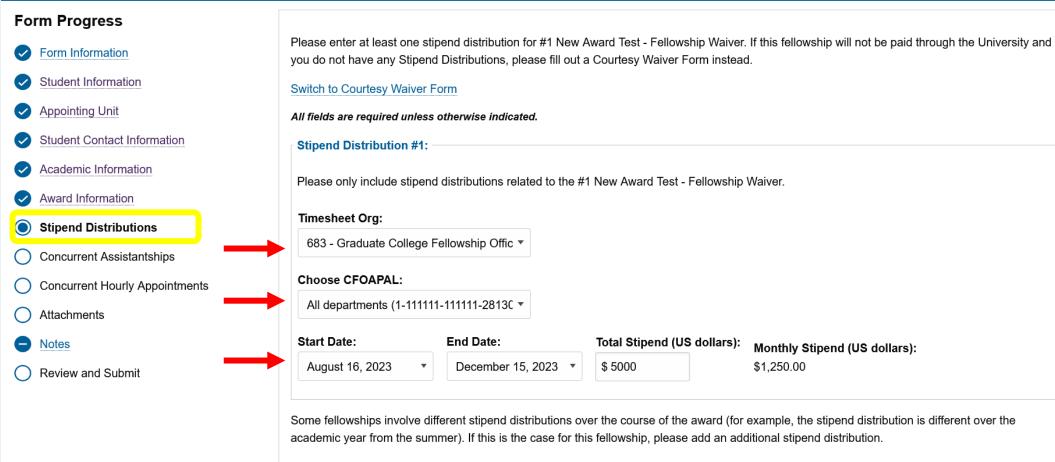
Student Name (UIN)

Degree Program: Auto-Populates

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

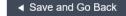
Fellowship: #1 New Award Test - Fellowship Waiver

#### **Stipend Distributions**



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.

Add another stipend distribution for this fellowship

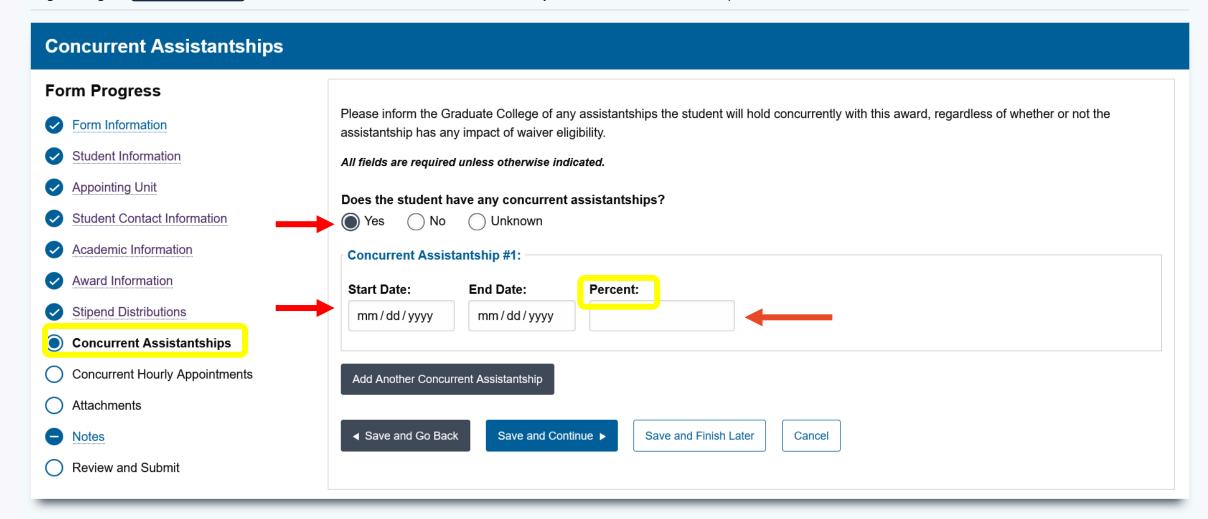


Student Name (UIN)

Degree Program: Auto-Populates

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

Fellowship: #1 New Award Test - Fellowship Waiver



Student Name (UIN)

**Degree Program:** Auto-Populates

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

Fellowship: #1 New Award Test - Fellowship Waiver

#### **Concurrent Hourly Appointments Form Progress** Please inform the Graduate College of any hourly appointments the student will hold concurrently with this award. Please Note: If you learn after Form Information 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. Student Information All fields are required unless otherwise indicated. Appointing Unit **Student Contact Information** Does the student have any concurrent hourly appointments? Yes No Unknown Academic Information **Concurrent Hourly Appointment #1: Award Information** Start Date: Hours per week: End Date: Stipend Distributions mm/dd/yyyy mm / dd / yyyy Concurrent Assistantships **Concurrent Hourly Appointments** Add Another Concurrent Hourly Appointment Attachments **Notes** Save and Continue ▶ Save and Finish Later Cancel Review and Submit



Student Name (UIN)

**Degree Program** Auto-Populates

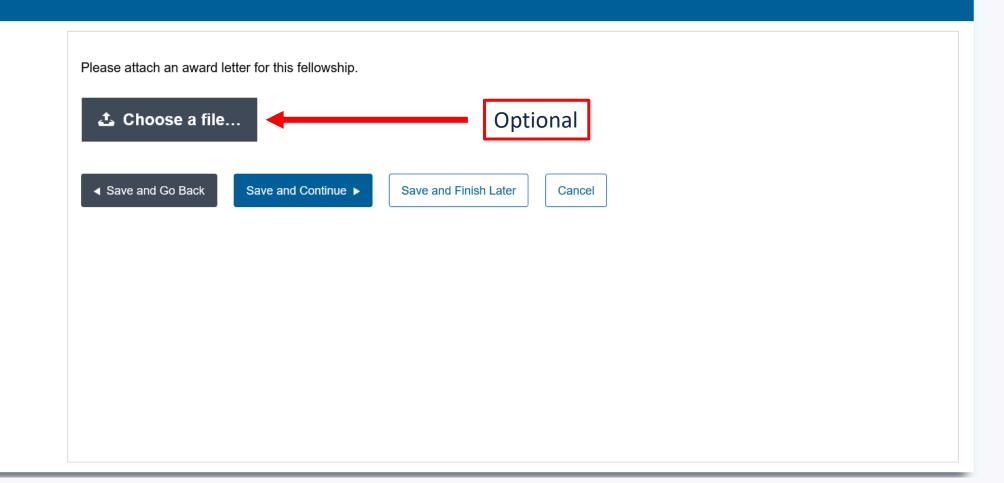
Duration: 08/16/2023 - 12/15/2023

Fellowship: #1 New Award Test - Fellowship Waiver

#### **Attachments**

#### 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





#### Fellowship and Tuition Waiver Forms

Start New Form

Active Forms

Archived Forms

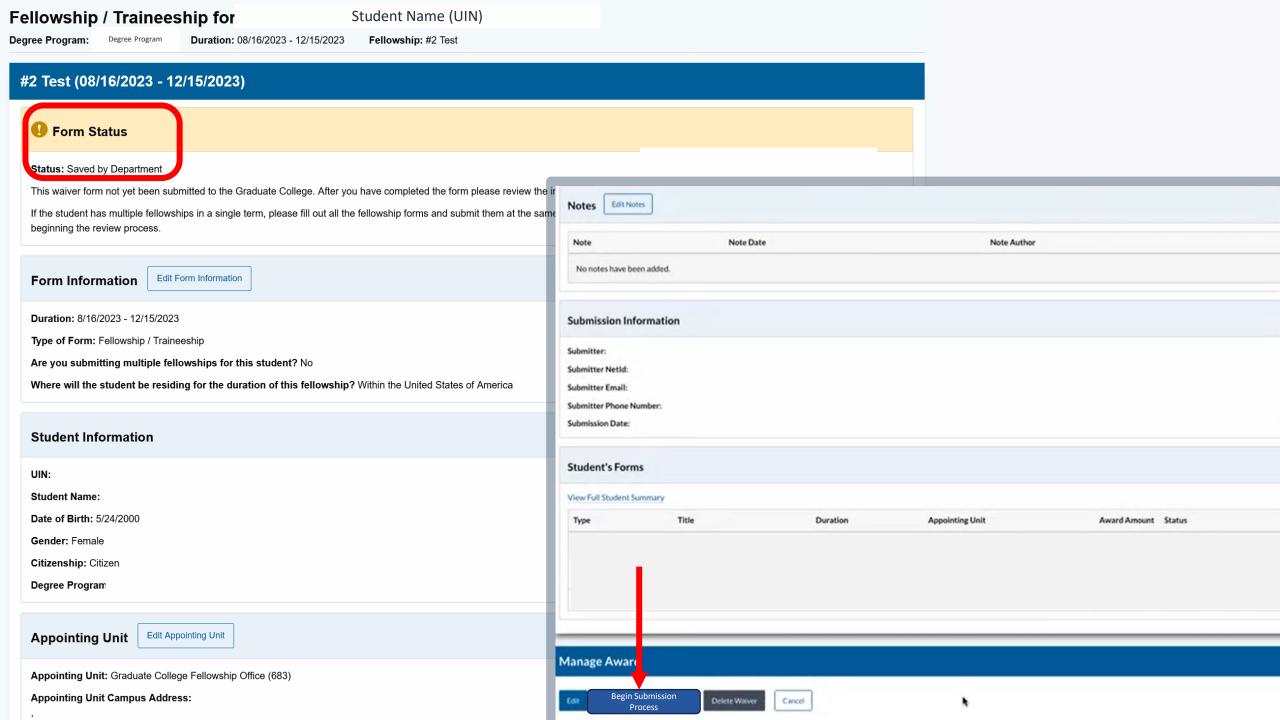
#### Fellowship / Traineeship for

Student Name (UIN)

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

#### **Notes** Form Progress Please add any notes you feel are necessary, either for your reference or to explain something about Form Information 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. Student Information Notes are optional. Student Contact Information Academic Information Add Notes (optional): Award Information Stipend Distributions Concurrent Assistantships Concurrent Hourly Appointments Cal Save and Continue > Save and Finish Later Attachments Notes Review and Submit





#### **Submit Awards**

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.

Last Updated	Form Type	Fellowship Title	Total Stipend or Award Amount	Degree Program	Status	Duration
02/28/2023	Fellowship / Traineeship	#2 Test	\$5,000.00		Saved by Department	08/16/2023 - 12/15/2023

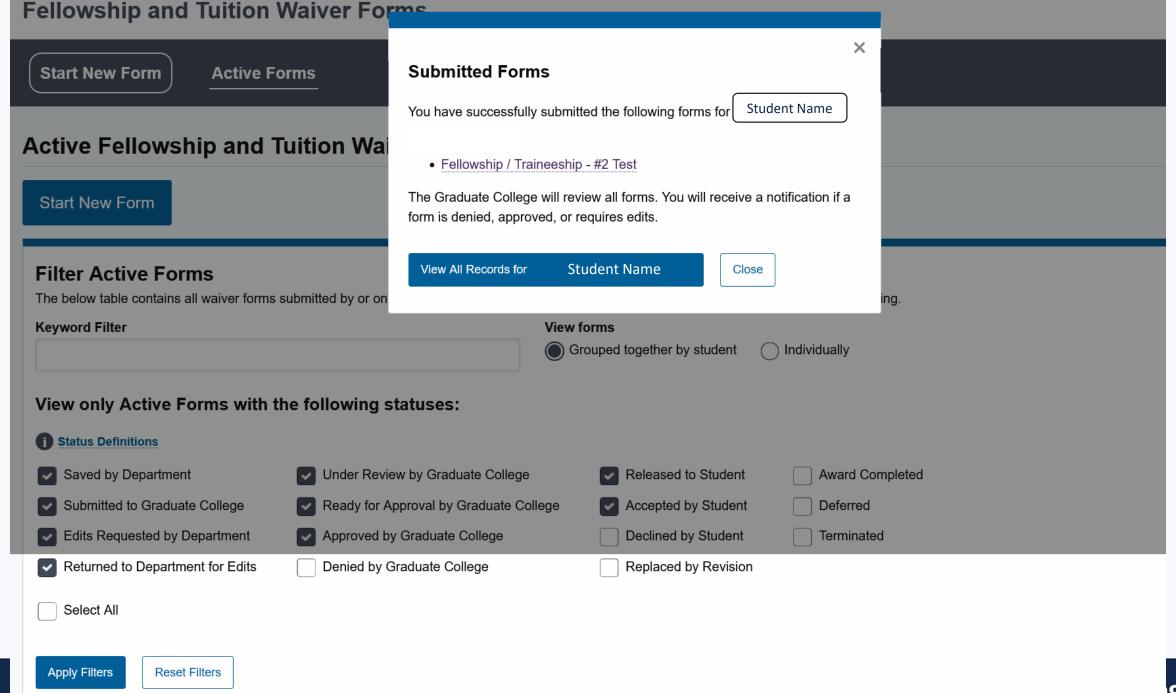
Stipend Distribution

\$5,000.00 Total:

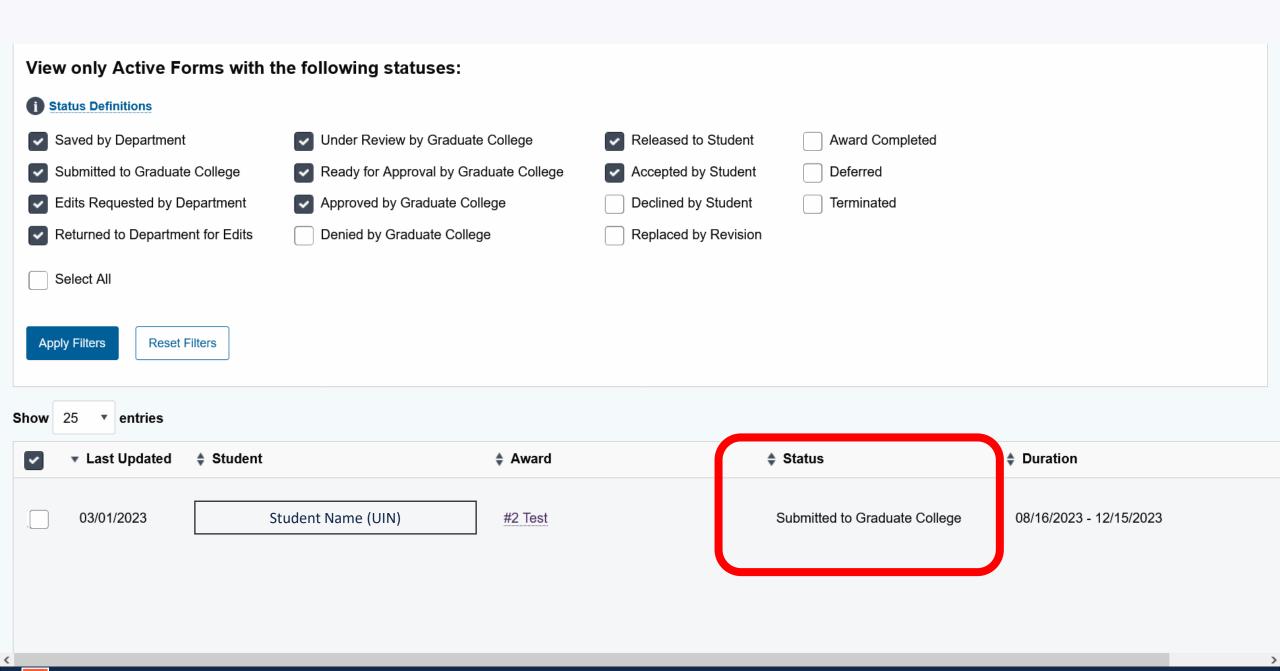
Only completed forms in the "Saved" or "Returned for Edits" status can be submitted. If a form cannot be submitted here it is either because it is already been submitted or it is not complete.

**Submit Selected Fellowships** 









#### **Student Information and Forms**

#### **Student Information**

JIN: UIN

Student Name Student Name

Date of Birth: 5/24/2000

Gender: Female

Citizenship: Citizen

Degree Program:

Degree Program

#### **Student's Active Forms**

Form Type	Title	Appointing Unit	Duration	Submission Date	Last Updated	Status	
Fellowship / Traineeship	#2 Test	Graduate College Fellowship Office	08/16/2023 - 12/15/2023	3/1/2023	3/1/2023	Approved by Graduate College	View



#### **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

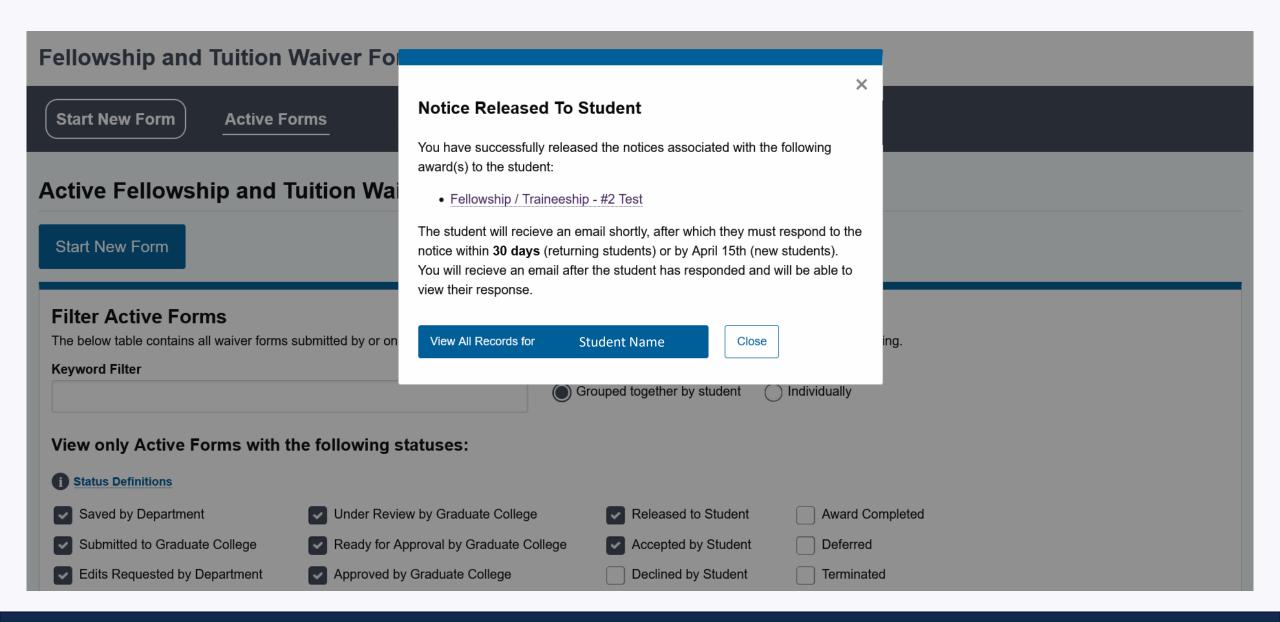
Title	Duration	Date Released To Student	Response Deadline
#2 Test	08/16/2023 - 12/15/2023	Awaiting Manual Release	No response deadline available

View Award Notice

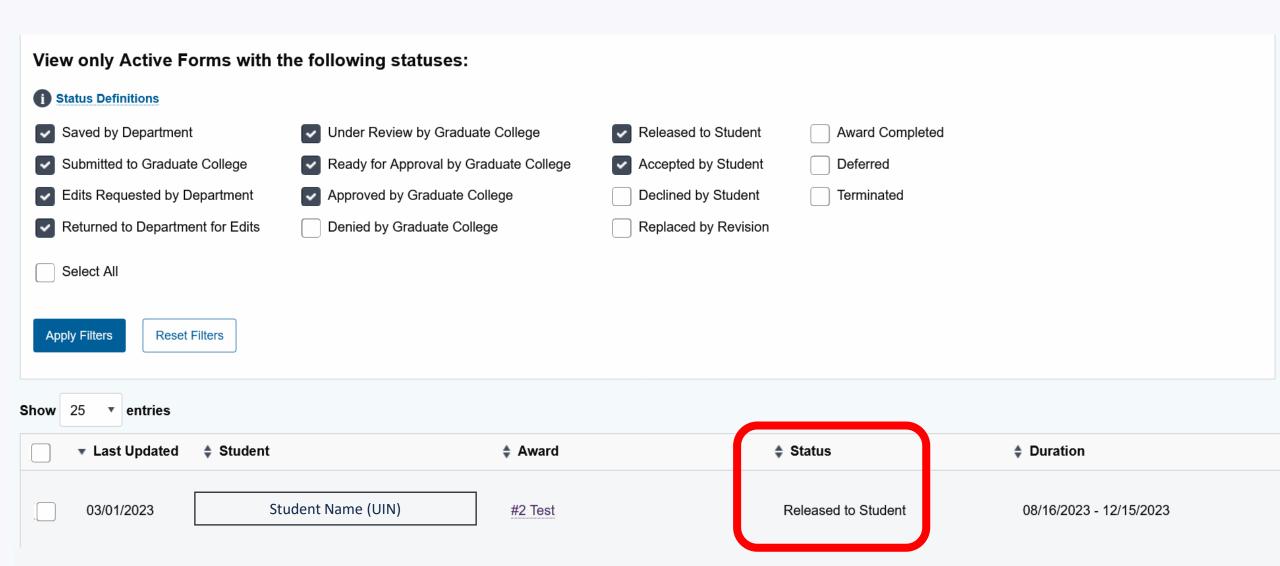
View current and previous notices

### **Notice of Fellowship Appointment 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 **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.

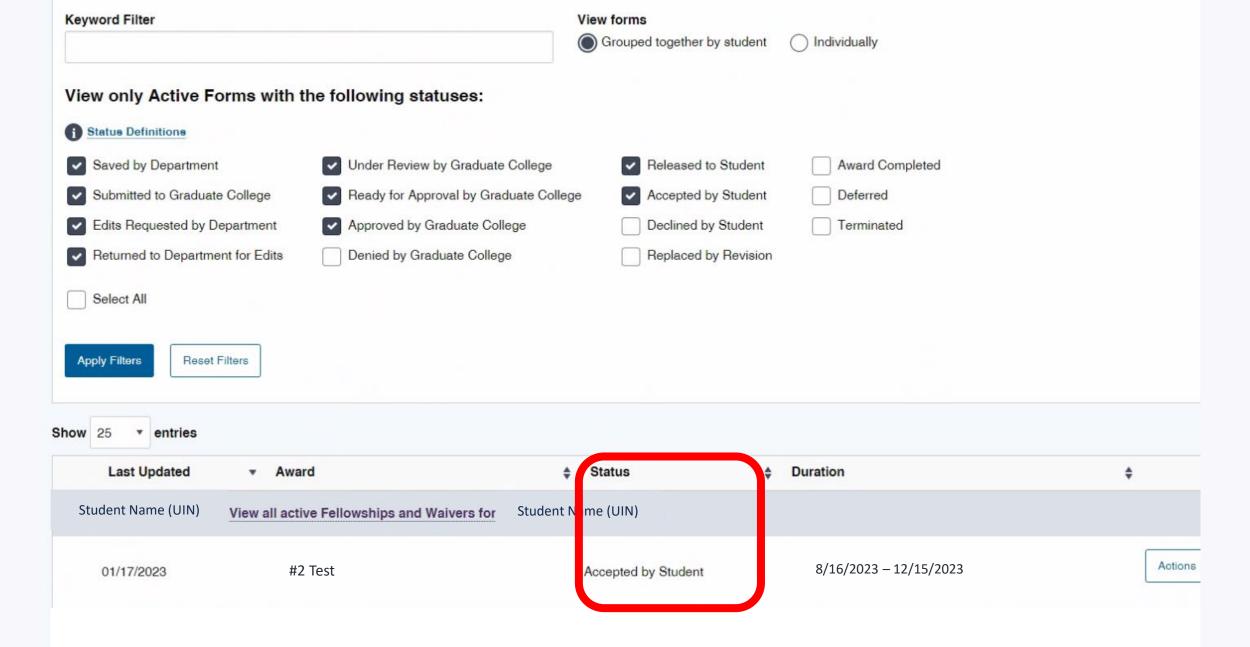
Release Notice To Student



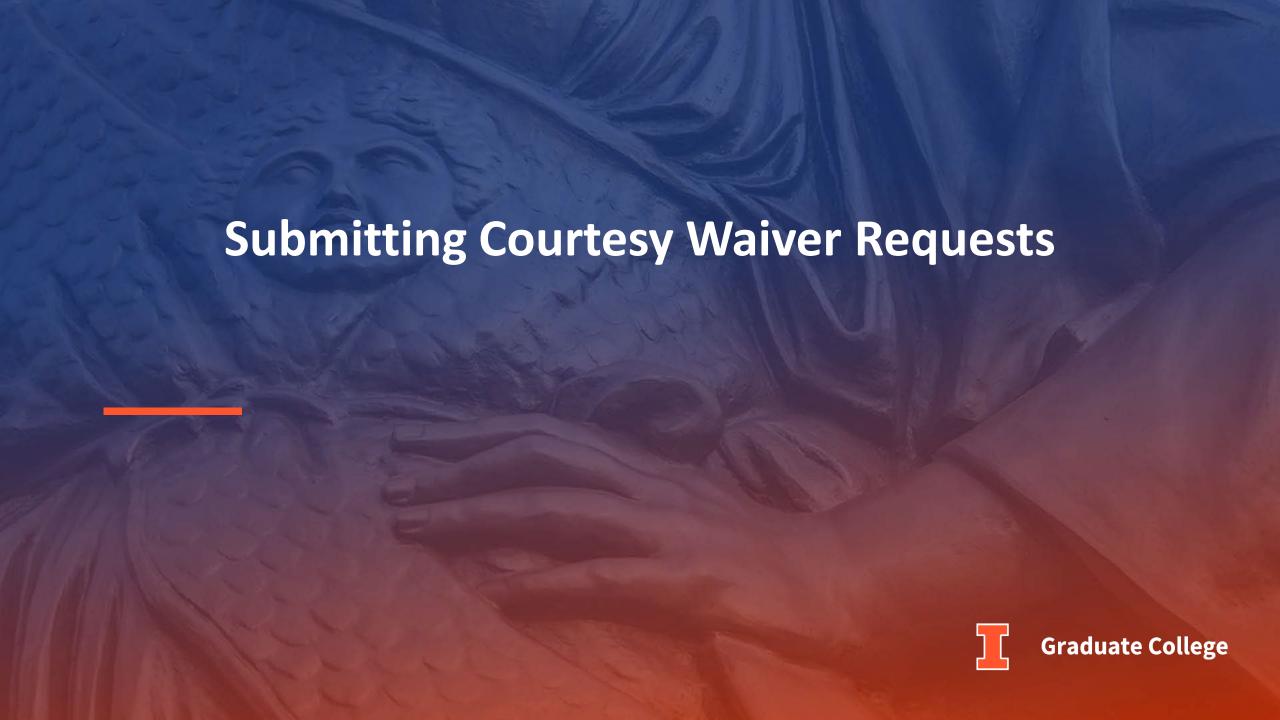


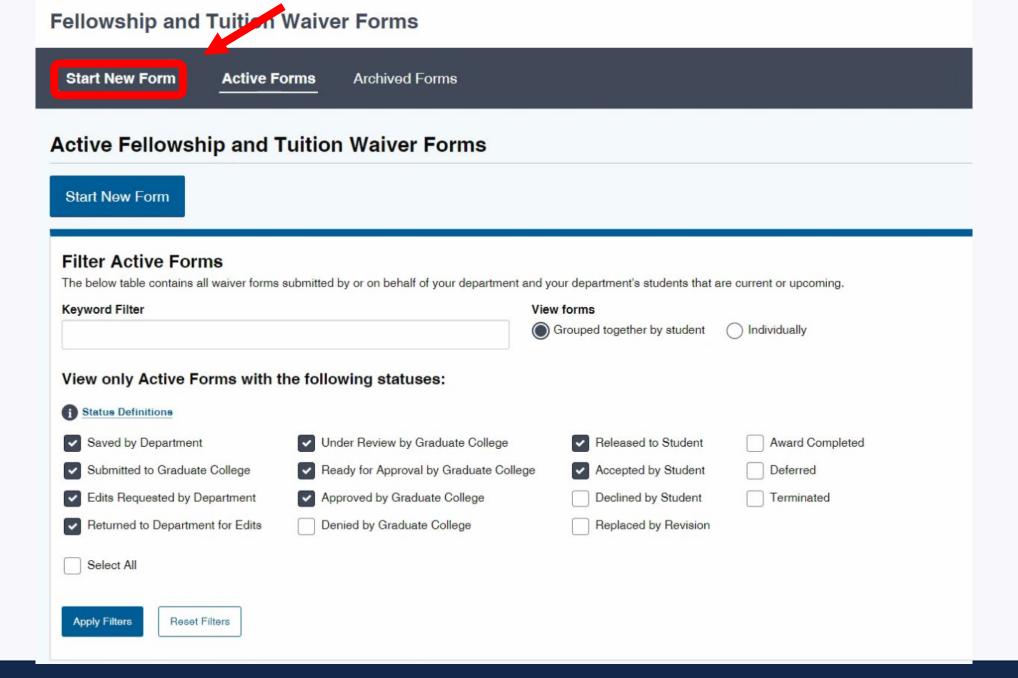






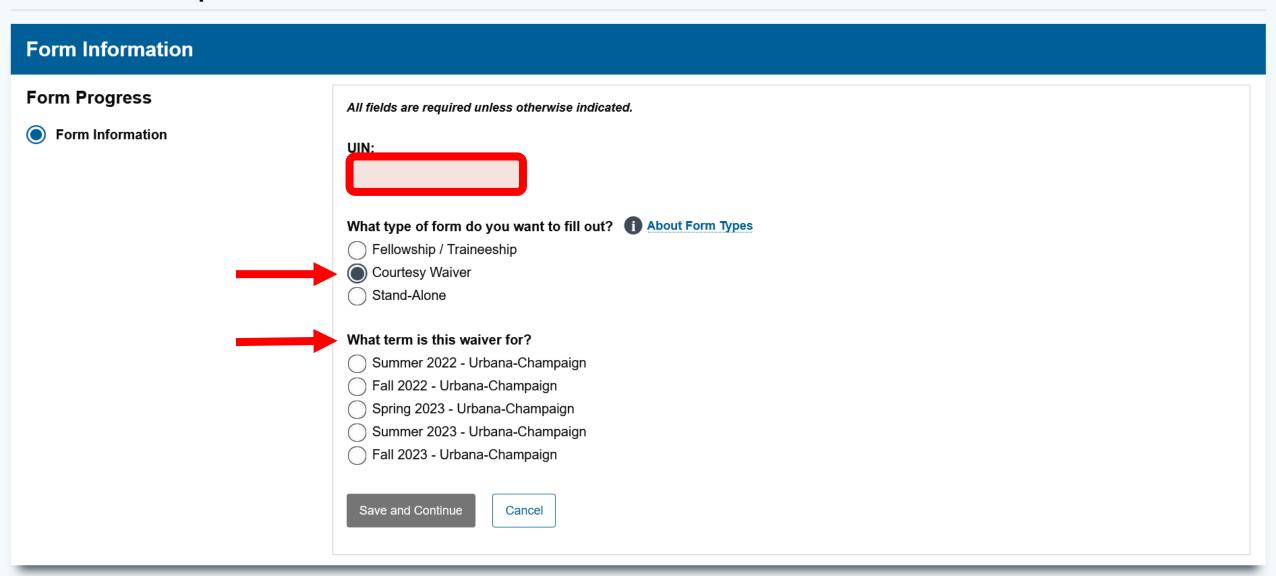








#### **Create Fellowship and Tuition Waiver**





#### **Courtesy Waiver for**

Student Name (UIN)

Degree Program: k

Degree Program

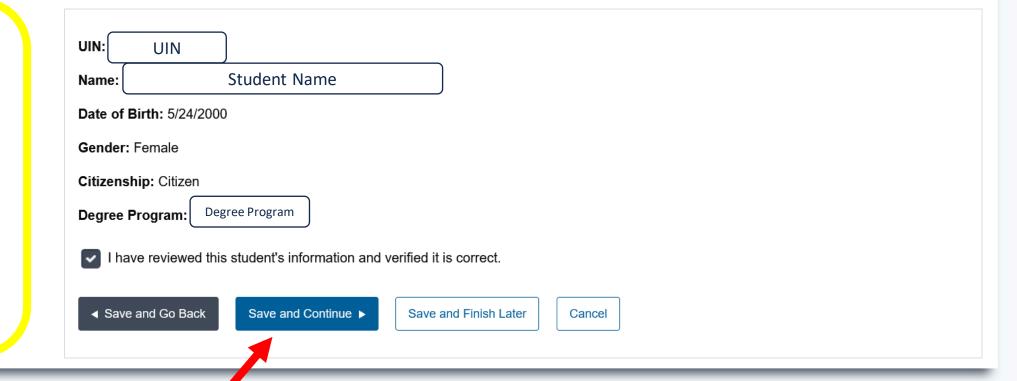
**Duration:** 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: Courtesy Waiver

#### **Student Information**

#### Form Progress

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





Questions: Contact (217) 333-0035 or kammin@illinois.edu

**Courtesy Waiver for** 

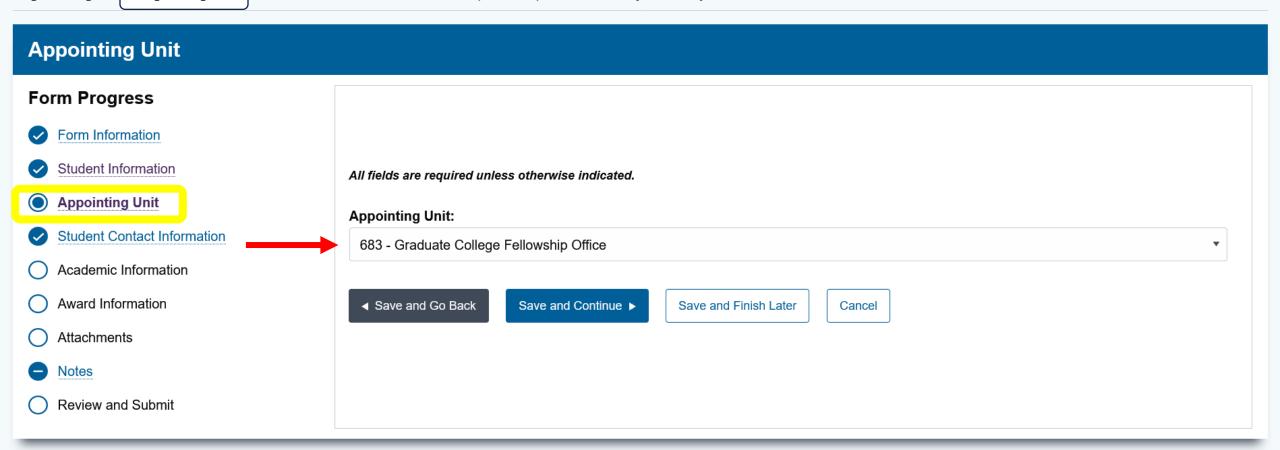
Student Name (UIN)

Degree Program

Degree Program

Duration: 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: Courtesy Waiver



Questions: Contact (217) 333-0035 or kammin@illinois.edu

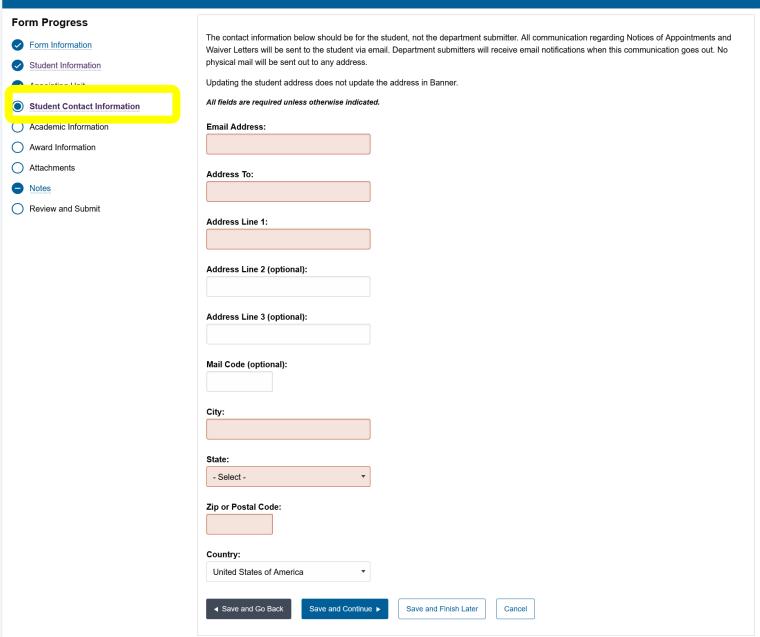
#### **Courtesy Waiver for**

#### Student Name (UIN)

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

Fellowship: Courtesy Waiver

#### **Student Contact Information**





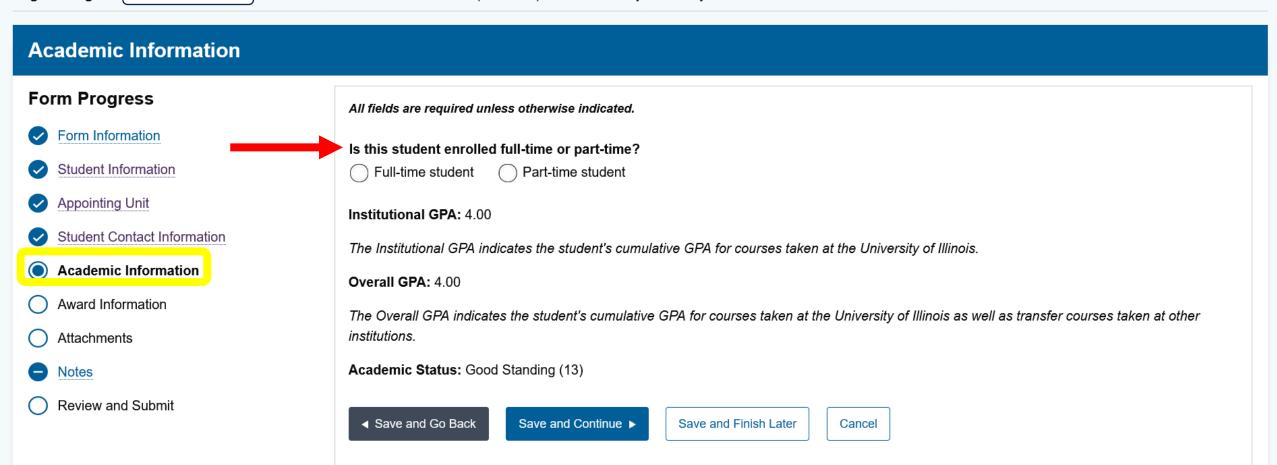
Student Name (UIN)

**Degree Program:** 

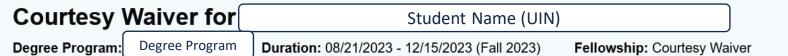
Degree Program

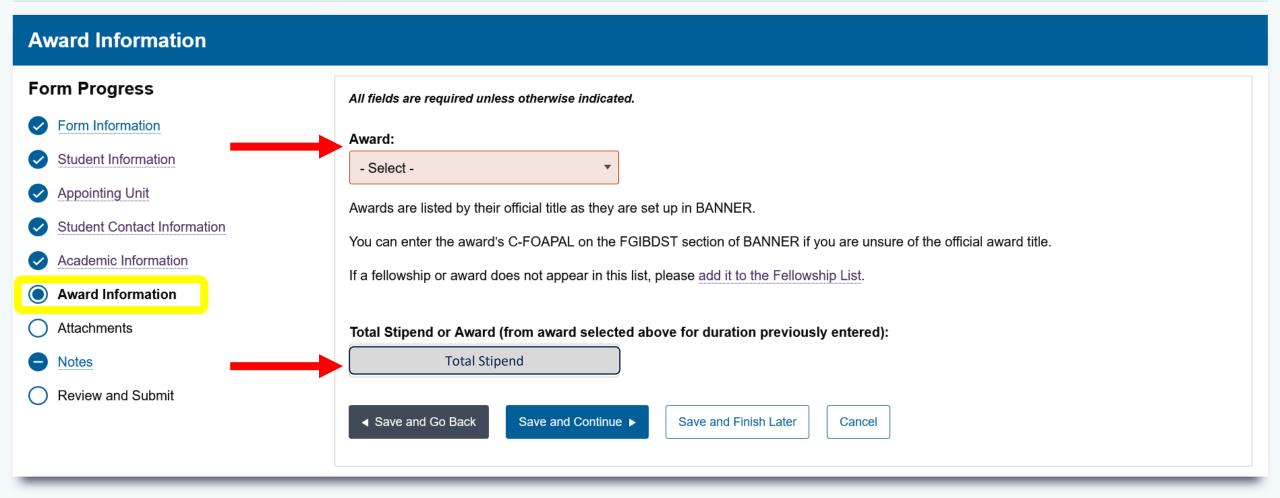
**Duration:** 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: Courtesy Waiver











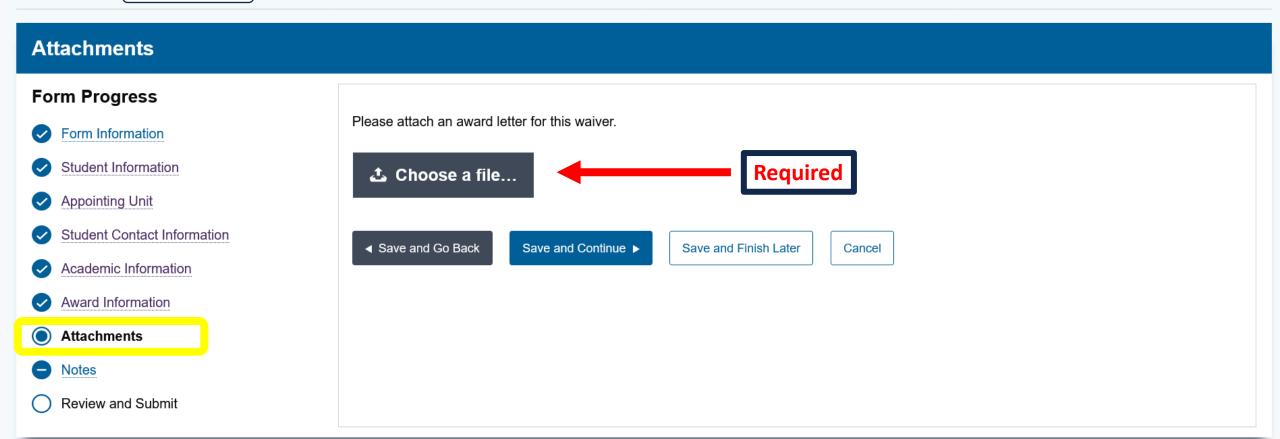
Student Name (UIN)

Degree Program

Degree Program

**Duration:** 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: New Courtesy waiver





Questions: Contact (217) 333-0035 or kammin@illinois.edu



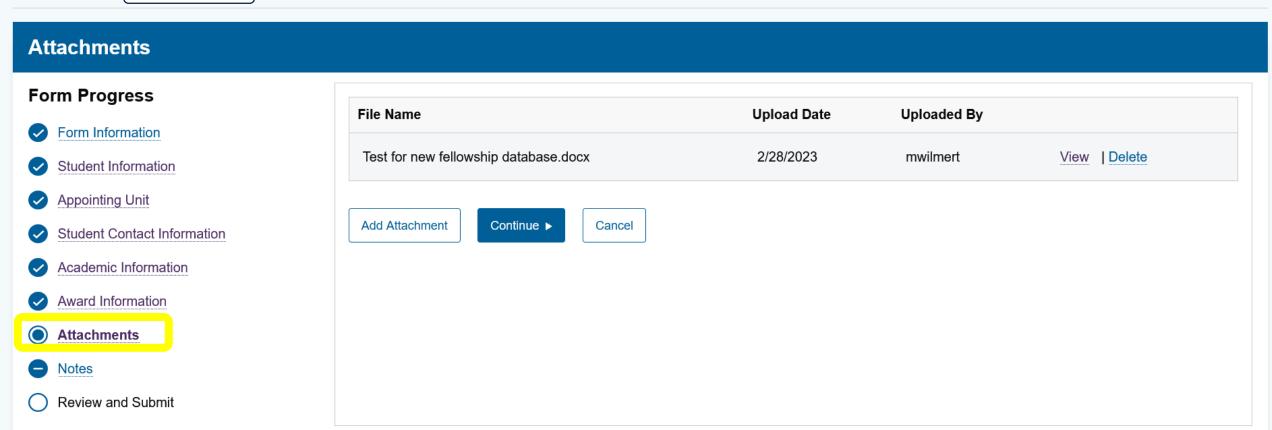
Student Name (UIN)

Degree Program:

Degree Program

**Duration:** 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: New Courtesy waiver





Student Name (UIN)

Degree Program:

Degree Program

**Duration:** 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: New Courtesy waiver

#### **Notes**

#### Form Progress

- Form Information
- Student Information
- Appointing Unit
- Student Contact Information
- Academic Information
- Award Information
- 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):

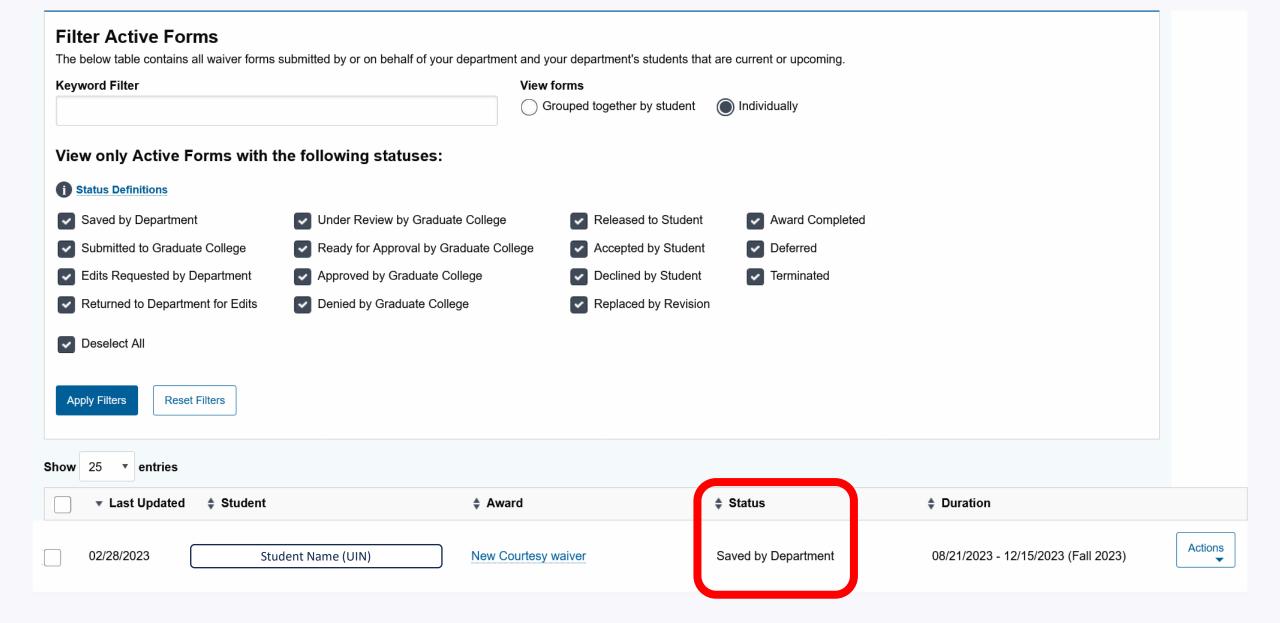
■ Save and Go Back

Save and Continue ▶

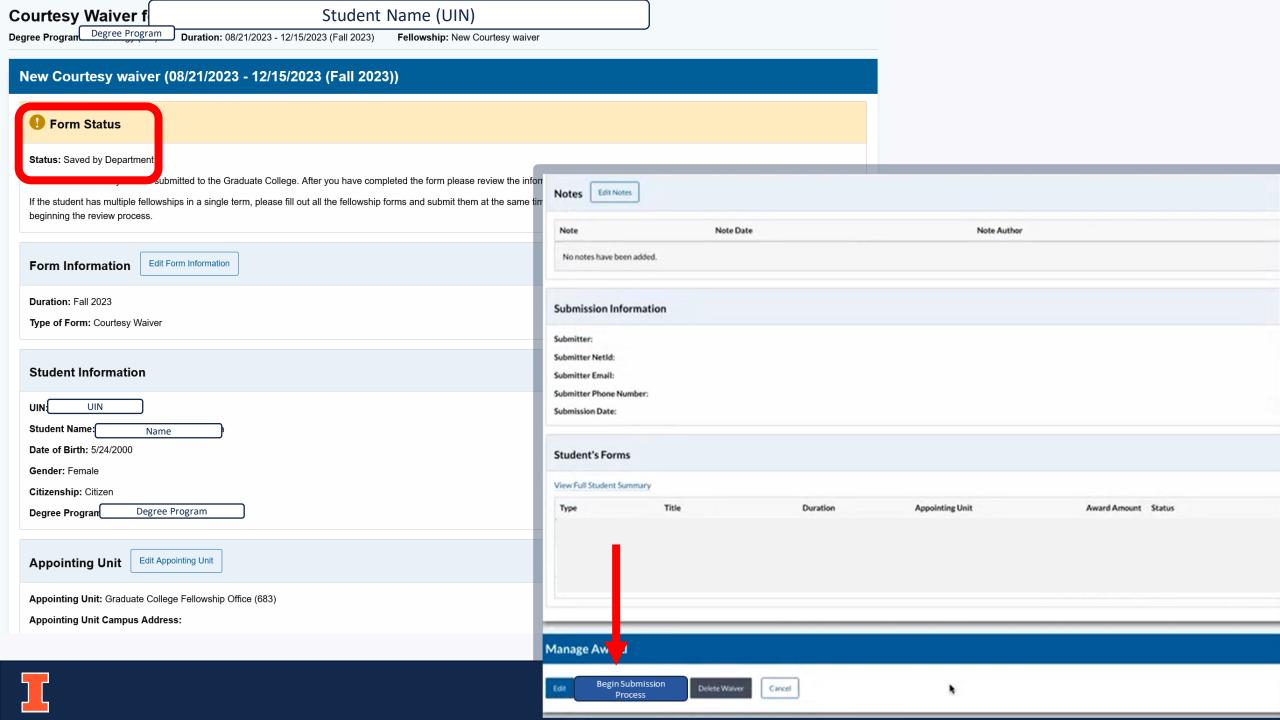
Save and Finish Later

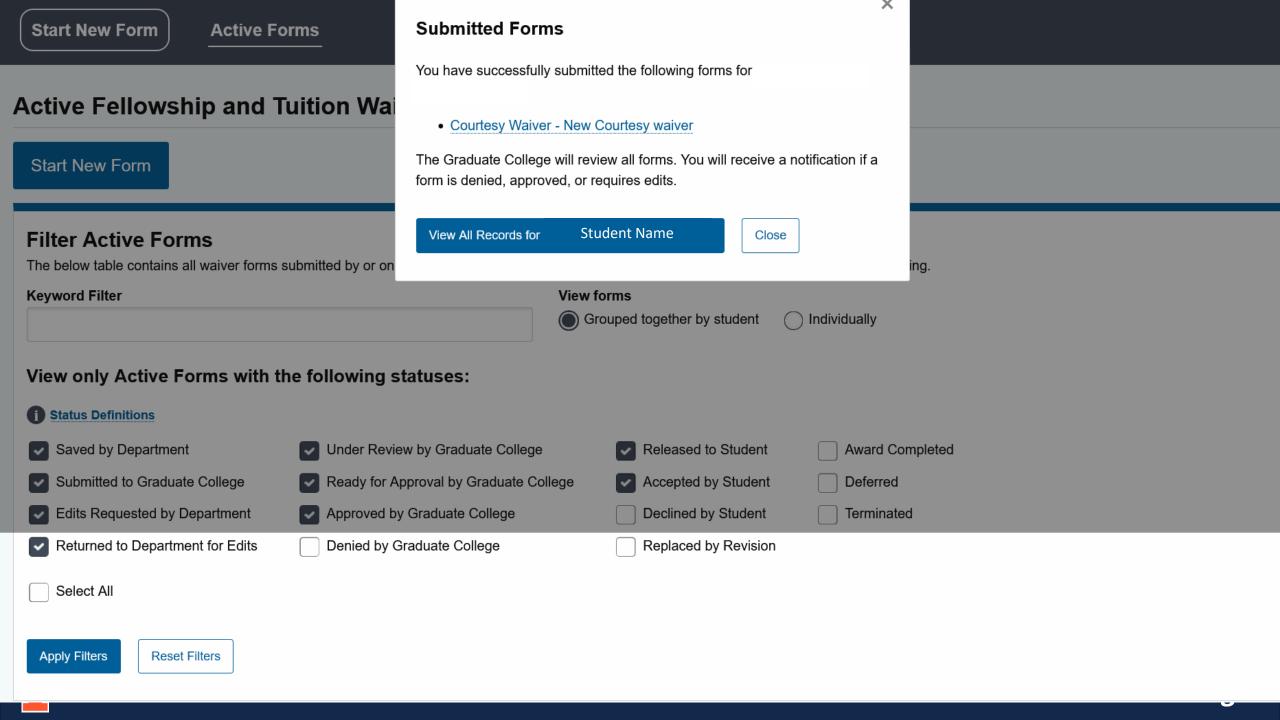
Cancel

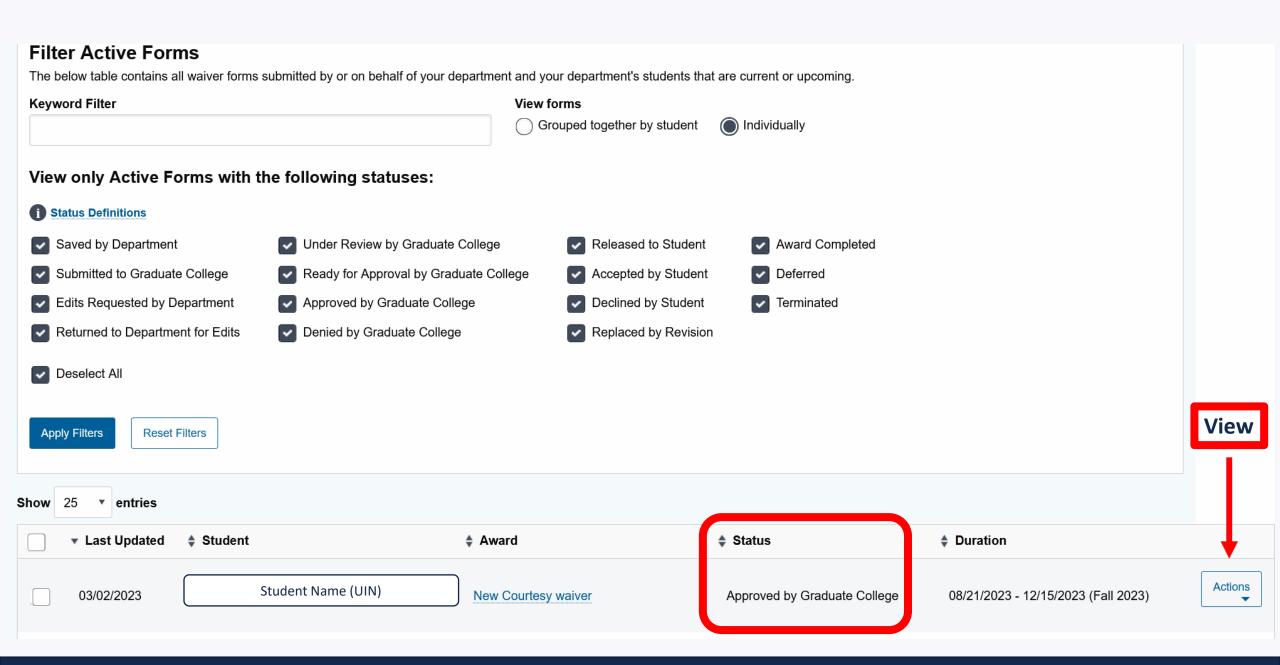














# **View and Release Student Notices**

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.

#### **Courtesy Waiver**

Title	Duration	Date Released To Student	Response Deadline
New Courtesy waiver	08/21/2023 - 12/15/2023 (Fall 2023)	Awaiting Manual Release	No response deadline available

View Award Notice

View current and previous notices

#### **Notice of Fee Waiver**

#### **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

#### **Award Information**

Type of Waiver: Courtesy Waiver

Associated Award(s):

• New Courtesy waiver (Fall 2023 - 8/21/2023 - 12/15/2023)

#### **Federal Loan Compliance**

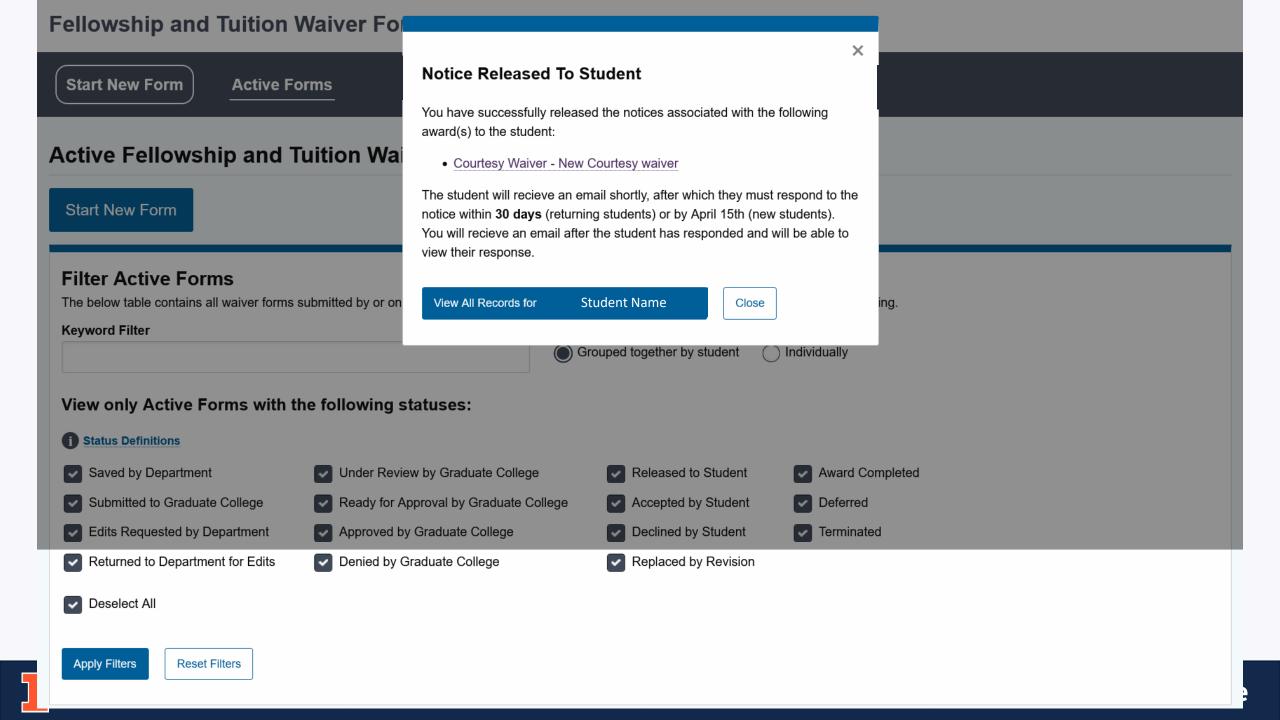
I certify I am not in default on any student loan, do not owe a refund on any grant, and have not borrowed in excess of the loan limits under any Title IV program at any institution. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, Federal College Work Study,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

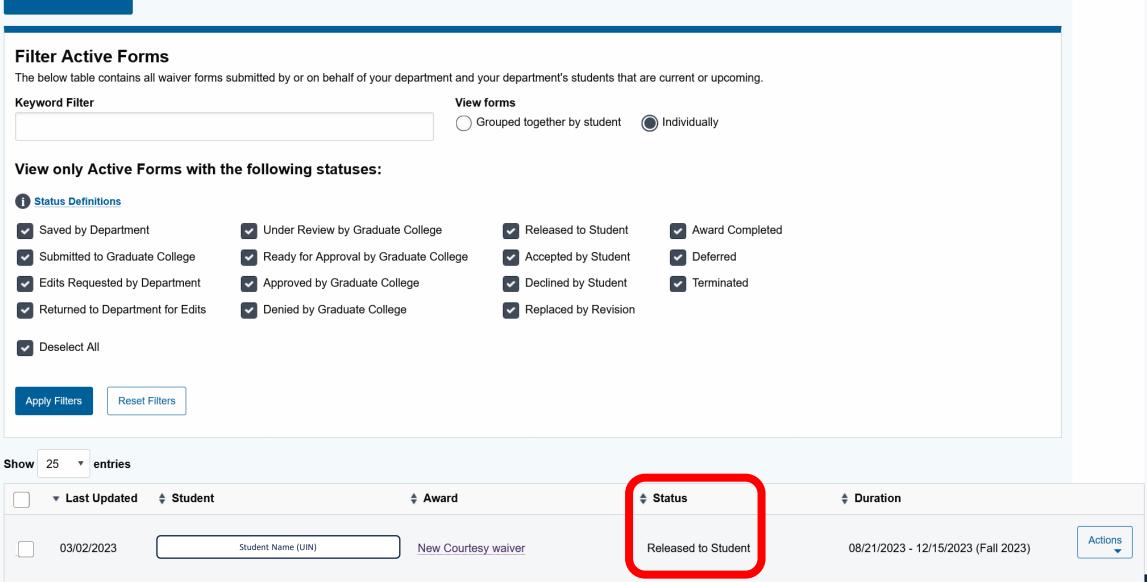
I have read and agree to the stipulations listed above.

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

Release Notice To Student



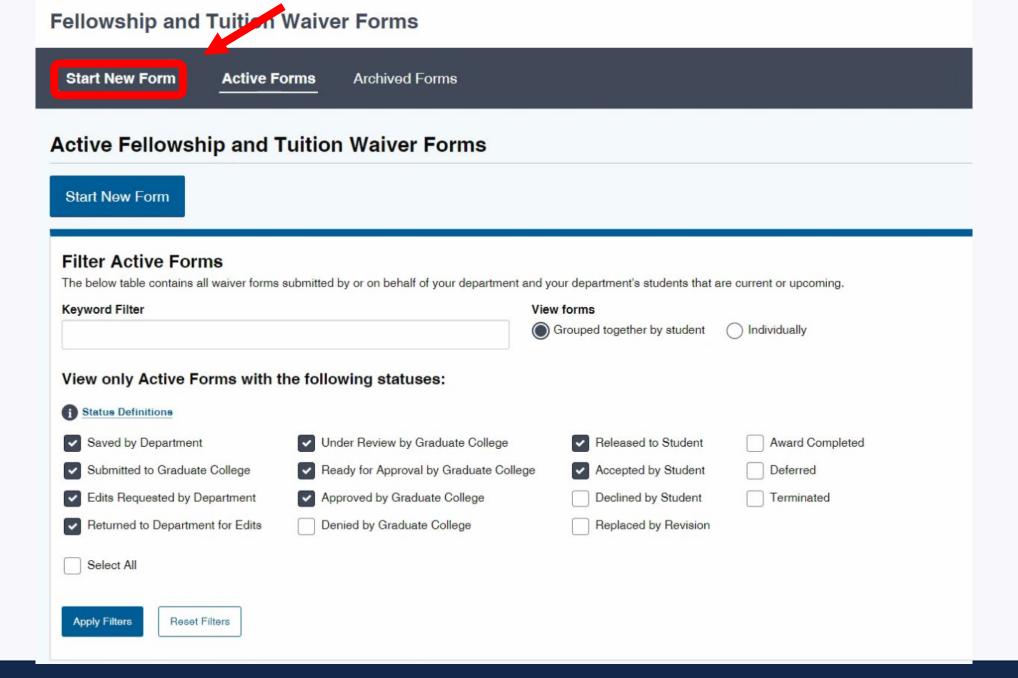






Start New Form **Filter Active Forms** The below table contains all waiver forms submitted by or on behalf of your department and your department's students that are current or upcoming. **Keyword Filter** View forms Grouped together by student Individually View only Active Forms with the following statuses: Status Definitions Saved by Department Under Review by Graduate College Released to Student **Award Completed** Submitted to Graduate College Ready for Approval by Graduate College Accepted by Student Deferred Edits Requested by Department Approved by Graduate College Declined by Student Terminated Returned to Department for Edits Denied by Graduate College Replaced by Revision Deselect All Apply Filters Reset Filters 25 entries **Status** ▼ Last Updated Student Award Duration 8/16/23 -12/15/23 (Fall 2023) 02/20/2023 Student Name (UIN) Courtesy Waiver Accepted by Student







# **Create Fellowship and Tuition Waiver**

# **Form Information Form Progress** All fields are required unless otherwise indicated. Form Information 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

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:

Name: Student name

Date of Birth: 10/29/1998

Gender: Male

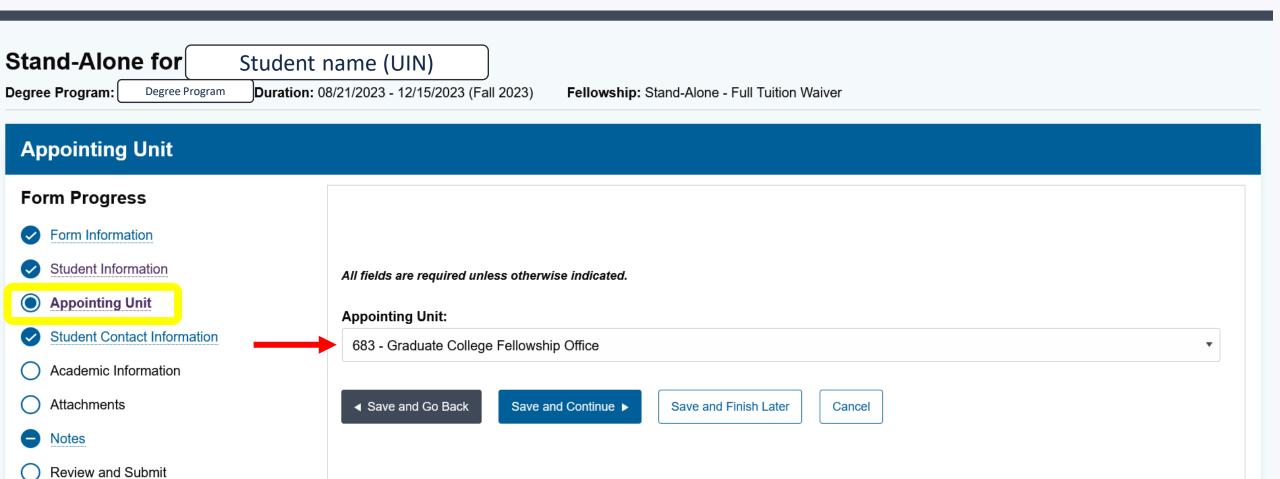
Citizenship: Citizen

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







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

Fellowship: Stand-Alone - Full Tuition Waiver

#### **Student Contact Information**

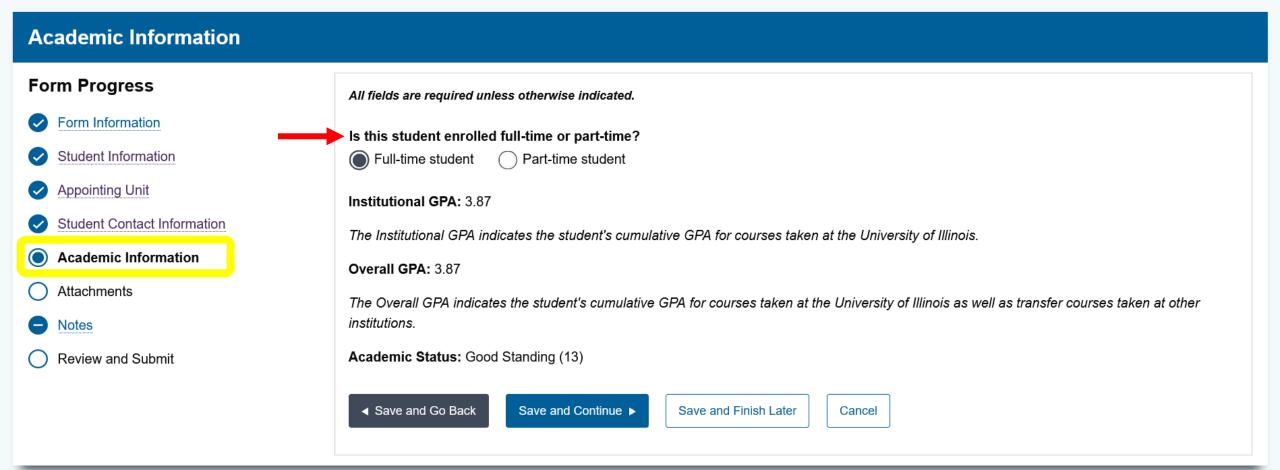
### Form Progress The contact information below should be for the student, not the department submitter. All communication regarding Notices of Appointments and Form Information Waiver Letters will be sent to the student via email. Department submitters will receive email notifications when this communication goes out. No physical mail will be sent out to any address. Student Information Updating the student address does not update the address in Banner. Appointing Unit All fields are required unless otherwise indicated. Student Contact Information Academic Information **Email Address:** Attachments Notes Address To: Review and Submit 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 Save and Continue ▶ Save and Finish Later Cancel

Student name (UIN)

**Degree Program:** Degree Program

**Duration:** 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: Stand-Alone - Full Tuition Waiver





Student name (UIN)

Degree Program:

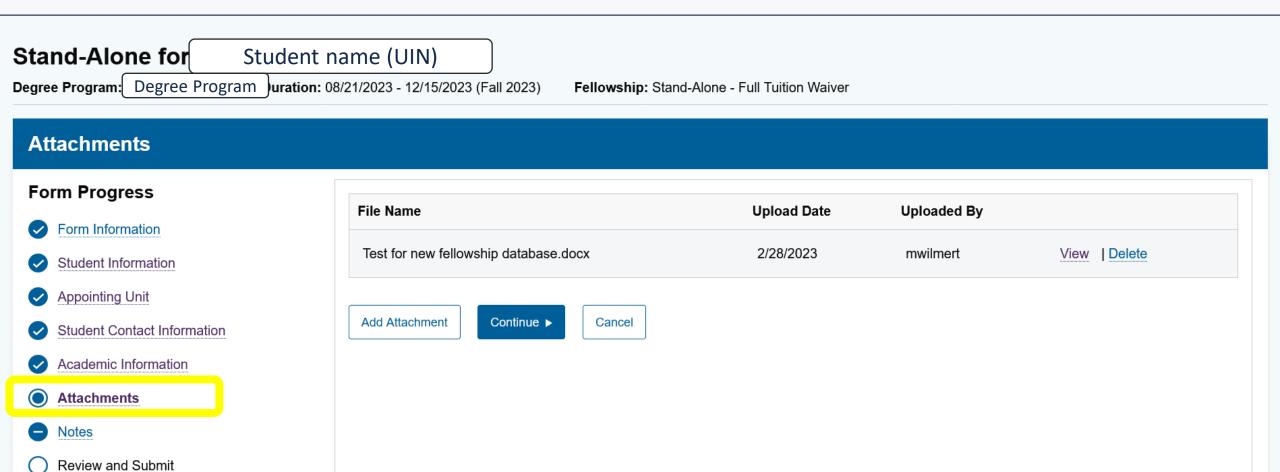
Degree Program

**Duration:** 01/16/2024 - 05/10/2024 (Spring 2024)

Fellowship: Stand-Alone - Full Tuition Waiver

# **Attachments** Form Progress Please attach the dean's letter of request for this stand-alone waiver. (This does not have to be an individually addressed letter.) Form Information **Student Information** ♣ Choose a file... Required **Appointing Unit** Student Contact Information Save and Continue ▶ Save and Finish Later Cancel Academic Information Attachments Notes Review and Submit







Student name (UIN)

**Degree Program** Degree Program

**Duration:** 08/21/2023 - 12/15/2023 (Fall 2023)

Fellowship: Stand-Alone - Full Tuition Waiver

# **Notes Form Progress** Please add any notes you feel are necessary, either for your reference or to explain something Form Information 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. Student Information Notes are optional. Appointing Unit **Student Contact Information** Add Notes (optional): Academic Information Attachments Notes Review and Submit ■ Save and Go Back Save and Continue ▶ Save and Finish Later Cancel



# 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 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

**Edit Form Information** 

**Duration:** Fall 2023

Type of Form: Stand-Alone

Type of Waiver: Full Tuition Waiver

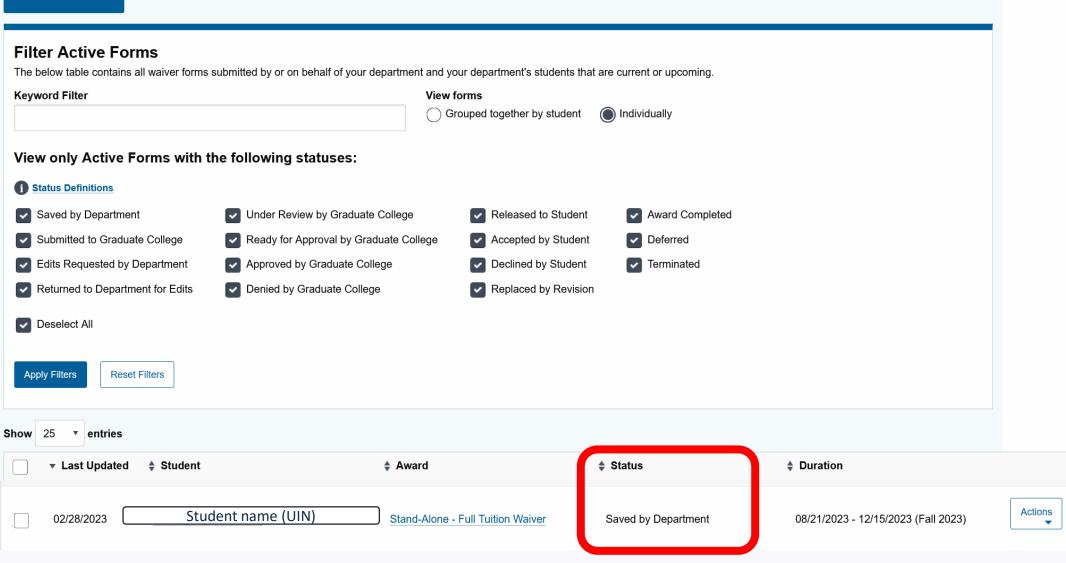
#### **Student Information**

UIN:

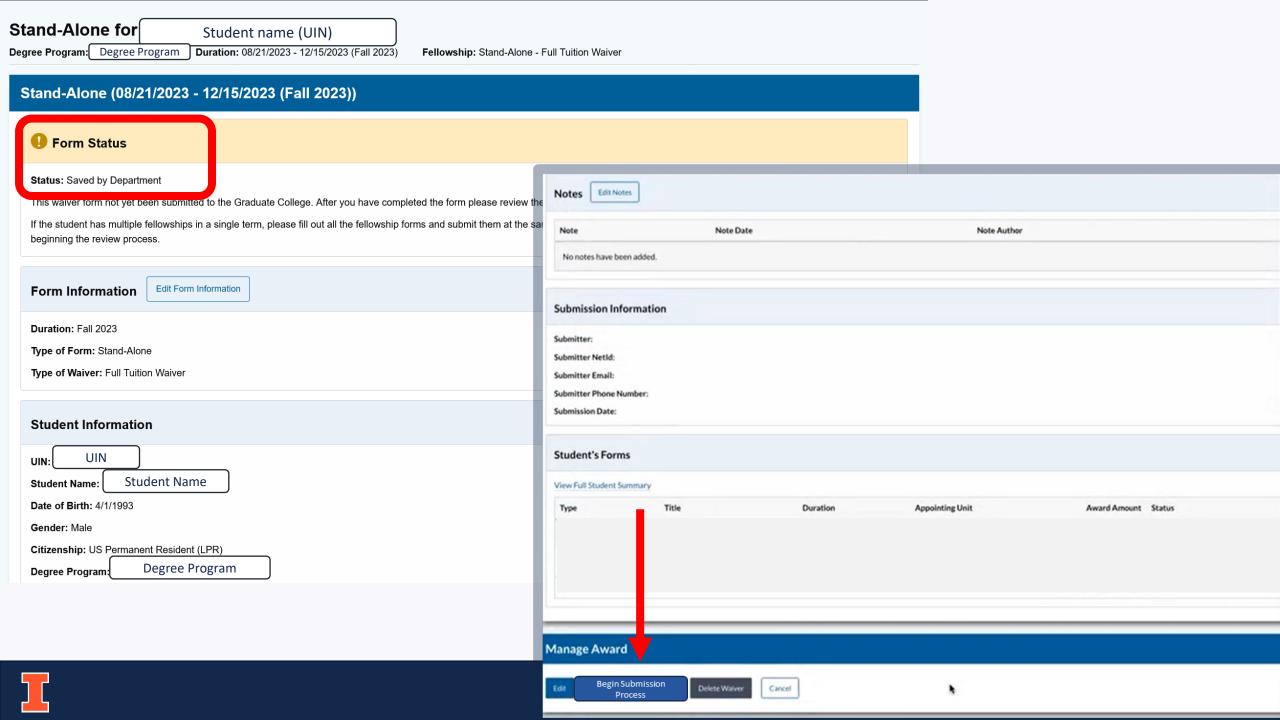
**Student Name:** 

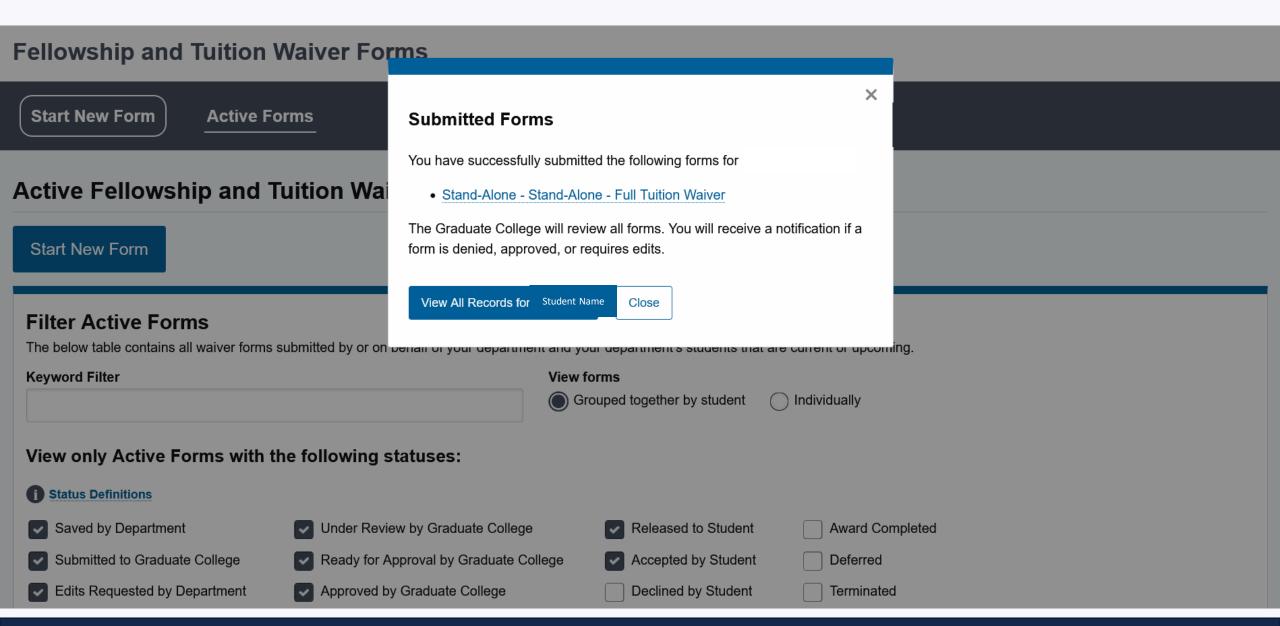
Date of Birth: 10/29/1998



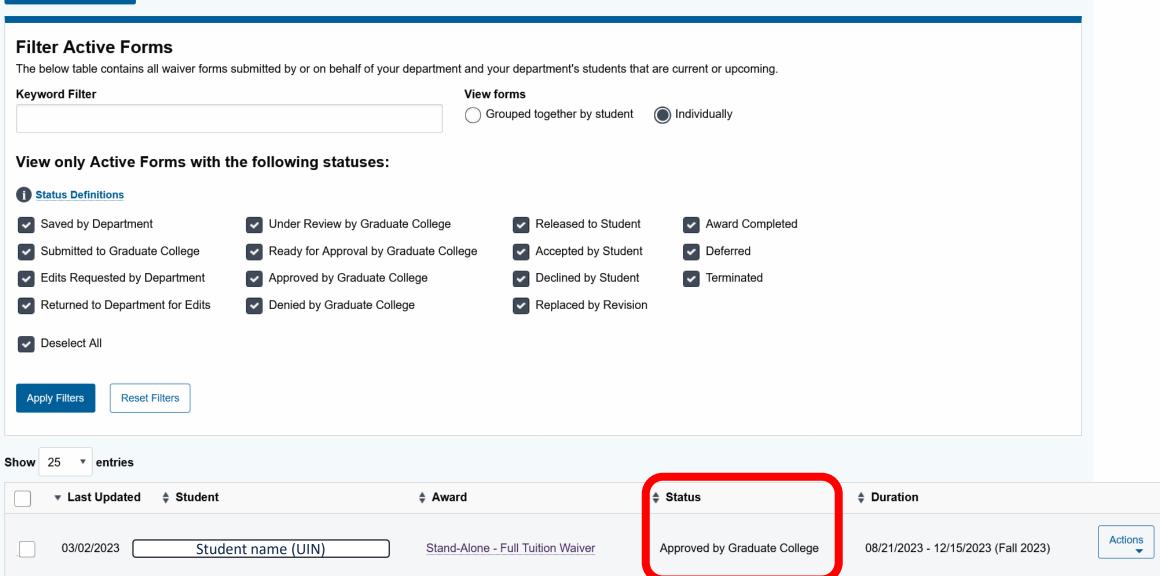


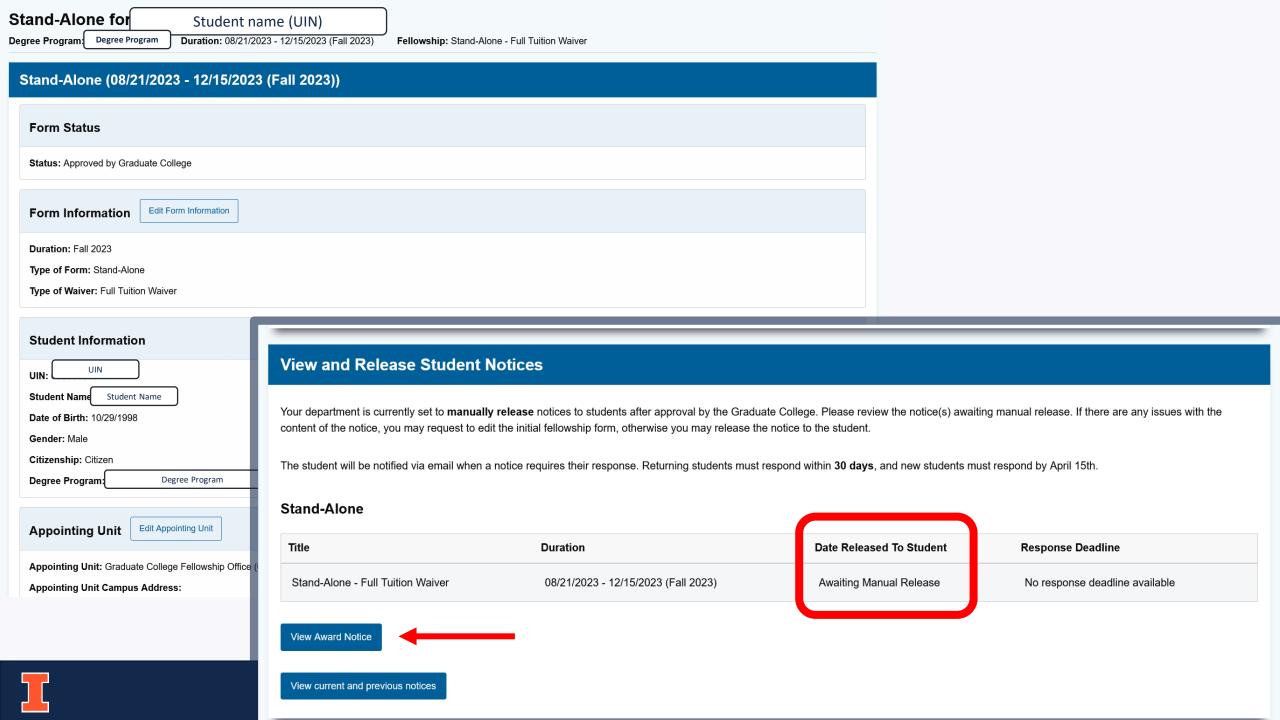












#### Stand Alone Waiver

#### **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



