

Spring 2025 Supplemental Retention Scholarship

Application Deadline: Friday, November 1, 2024, 5 p.m.

Please read this information carefully and thoroughly before filling out and submitting this form. Incomplete or late applications will not be considered.

The **Supplemental Retention Scholarship** is for University of Florida PhD and MFA students who are three or fewer semesters away from graduation, but are no longer eligible for a fellowship, assistantship, or other funding from their department, school, or college. It funds in-state tuition (three credit hours for fall and spring enrollment, two credit hours for summer enrollment) and provides the help of a structured retention program under the UF Office of Graduate Student Support & Engagement.

Eligibility: To qualify for this scholarship...

- You must be enrolled in a UF PhD or MFA degree program.
- You must have been a recipient of a fellowship, assistantship, or scholarship for at least one year, and that funding support must have run out. You **cannot** receive this scholarship while receiving any assistantships or fellowships from your department, school, or college.
- You must **not** need more than three semesters of enrollment to complete your degree program. (Cases of extraordinary hardship due to extenuating circumstances may be petitioned for consideration.)
- Your overall grade point average must be at least 3.0.
- You must be making acceptable progress toward completion of your degree program.
- You must register for the number of credits per your plan of study **or** the minimum number of credits per UF Graduate School policy during the semester that you receive this scholarship.
- You must have defended your dissertation proposal successfully **before** the application deadline for this scholarship.
- You must have been admitted to doctoral candidacy.
- You must comply with all other criteria established by this scholarship.
- **Important:** To receive in-state tuition status, you must have your residency classification changed to Florida resident before the first day of classes for the semester in which you want to receive this scholarship. Otherwise, you are responsible for the out-of-state cost.

Restrictions: This scholarship does **not** cover...

- Payment of late registration fees or late payment charges.
- Payment for courses that you drop or from which you withdraw.
- More than three credit hours (fall and spring) or two credit hours (summer).
- Out-of-state tuition — this scholarship covers tuition at in-state rates only.

Required materials: Your application package must include...

- This form, completely filled out on all pages, with all required signatures.
- A recommendation letter from your supervisory committee chair, documenting your good standing and progress in your PhD or MFA degree program.
- A recommendation letter from another member of your supervisory committee or your graduate coordinator.
- A current plan of study, showing the courses for which you plan to register.
- A letter written by you, substantiating your need for funding and the reasons your previous funding ran out and was not renewed.
- An essay (400-500 words) about your personal experiences with and commitment to...
 - Making meaningful contributions to a diverse academic community.
 - Sharing your understanding of racial/ethnic issues in the practice of your chosen field or profession.
 - Contributing to the greater good of society at large.

Submission: Email your application package as a **single PDF file** to grad-support@ufl.edu or mail it to:

UF Office of Graduate Student Support & Engagement (OGSSE)
University of Florida Graduate School
123 Grinter Hall · POB 115500
Gainesville FL 32611

Notification: OGSSE will notify you of the decision made on your application by email.

Questions? Please email OGSSE at grad-support@ufl.edu or telephone 352 392 6444 or toll-free 1 800 753 9798.

Please keep a copy of this form and your application materials for your own records.

PERSONAL AND CONTACT INFORMATION			
UFID Number	Name (Last, First, Middle Initial)		
Mailing Address			Apartment/Unit #
City		State	Zip Code
Area Code and Telephone		Email	
Are you classified as a Florida resident for tuition purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No (if not, please review first page of this form)			
ACADEMIC INFORMATION			
College			
Department		Department Telephone	
Recommender 1: Supervisory Committee Chair			
Recommender 2: Supervisor Committee Member or Graduate Coordinator			
Anticipated Graduation Date		Overall Graduate GPA	
Year you began graduate studies at UF		Number of semesters before graduation	
Number of credits you need to complete degree		Number of credits you will need per semester	
Have you formed your supervisory committee? <input type="checkbox"/> No <input type="checkbox"/> Yes, as of this date:			
Have you passed your qualifying examination? <input type="checkbox"/> No <input type="checkbox"/> Yes, as of this date:			
Have you advanced to candidacy status in your doctoral program? <input type="checkbox"/> No <input type="checkbox"/> Yes, as of this date:			
FINANCIAL INFORMATION			
Gross Income \$			
Federal Income Tax Paid \$		State and Local Income Tax Paid \$	
Number of Exemptions		Itemized Deductions \$	
Payments to IRA and/or Keough \$			
CURRENT FUNDING INFORMATION: EMPLOYMENT			
Employer		Position	
Start Date		End Date	
CURRENT FUNDING INFORMATION: FINANCIAL AID			
List any funding you will receive, including assistantships, fellowships, grants, scholarships, or tuition waivers			
Source	Amount \$	End Date	
Source	Amount \$	End Date	
Source	Amount \$	End Date	
Source	Amount \$	End Date	

MORE ➔

APPLICANT SIGNATURE

Name

By signing and submitting this Supplemental Retention Scholarship application, I certify that:

- I will not receive any other funding during the period this scholarship is awarded.
- I understand this scholarship covers tuition only.
- I will be responsible for paying all tuition and fees not covered by this award.
- I will be responsible for paying for my health insurance.
- I will be responsible for obtaining all signatures required on this form before submitting it by the deadline.
- I have read and understand the conditions for participation in this scholarship program.
- The information I supplied on this application, is true, accurate, complete, and correct.
- I understand that this application will be disqualified if any part of it is incomplete.
- I give permission for others to release to the University of Florida Graduate School information needed for this application.
- I acknowledge that if I purposely provide any false information in my application package, I may be subject to fine, imprisonment, or both under 837.06 Florida Statute.

Signature	Date
------------------	-------------

SUPERVISORY COMMITTEE CHAIR, DEPARTMENT, AND COLLEGE SIGNATURES

By signing and submitting this Supplemental Retention Scholarship application, I certify that:

- The applicant meets the eligibility criteria for this scholarship.
- The applicant has successfully defended his/her dissertation proposal.
- The applicant has been admitted to candidacy.
- The applicant is actively writing his/her dissertation.
- The applicant is in good academic standing with the University of Florida and his/her degree program's unit.
- The applicant is on track to graduate in the anticipated semester entered on the first page of this application.
- The applicant has run out of all funding from his/her department, school, and/or college.
- I agree to provide the applicant with appropriate faculty and mentor resources to conduct full-time dissertation work.

Supervisory Committee Chair Name (Type or print)	Signature	Date
---	------------------	-------------

Department Chair/School Director Name (Type or print)	Signature	Date
--	------------------	-------------

College Dean Name (Type or print)	Signature	Date
--	------------------	-------------

Please keep a copy of this form and your application materials for your own records.