



OFFICE OF THE MAYOR  
MUNICIPALITY OF SAIPAN  
**SAIPAN HIGHER EDUCATION FINANCIAL ASSISTANCE**  
**2018-2019 Application**

P.O. Box 10001 PMB 3648, Saipan, MP 96950 - Tel.(670) 233-5995/235-1020/21 Fax.(670)233-5996- [saipanshefa@gmail.com](mailto:saipanshefa@gmail.com)

Website: [www.saipanshefa.net](http://www.saipanshefa.net) Facebook Page: SAIPAN SHEFA

**Applicant Status:** New \_\_\_ Ongoing \_\_\_ Returning \_\_\_ (pls. see checklist page to see if you are a new, ongoing or returning applicant)

**Instructions:**

1. Please print clearly the following information. Turn in complete application to the SHEFA Office. If this form is incomplete, inaccurate, or not signed, it will not be considered.
2. Application deadline ONLY is July 1<sup>st</sup>, 2018 for this fall term and December 1<sup>st</sup>, 2018 for spring term. Deadline for supporting documents is on or before September 30<sup>th</sup>, 2018 for fall term and February 28<sup>th</sup>, 2019 for spring term. All documents and MOA must be submitted TOGETHER before deadline for supporting documents.
3. You are required to provide your email address. You will be notified by email regarding your application status.

PART A. STUDENT Personal Information			
1.Last Name	First Name	Middle Name	3.Social Security Number
2.Gender: Male ___ Female ___			
4.Mailing Address		5. Email Address (mandatory to receive application status)	
6.Contact No. a.)		7. Date of Birth (Month/Day/Year)	8. Place of Birth
b.)		9. Citizenship: U.S. Citizenship ___ Other Pls. explain:	
10. Permanent CNMI Resident? Yes ___ No ___		11. Have you been continuously residing in Saipan or Northern Island one (1) year before application date: Yes ___ No ___	
12. Village Residing:		13. Valid SPN Municipal ID No.	
14.Active CNMI Voting Affidavit No. (you must be a registered voter if you are 18 yrs. old or older):		15.Ethnicity: ___African-American ___American Indian/Alaska Native ___Asian ___Carolinian ___Chamorro ___Caucasian ___Hispanic ___Other Pacific Islander ___Other	
16.Marital Status: ___Single ___Married ___Divorced ___Widowed		17. No. of dependents in your household:	
PART B. EMPLOYMENT Information			
18. Place of employment:		19. Name & address of employer:	
PART C. PARENT(s)/Legal Guardian Information			
20. Parent (s)/Legal Guardian(s) Name and contact no.:		21. Parent (s)/Legal Guardian (s) Mailing Address:	



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PART D. INSTITUTIONAL Information			
22. Are you a High School Graduate?  Yes ___ No ___	23. If no, are you currently enrolled in High School/GED/ABE?  Yes ___ No ___	24. Name of High School or GED/ABE program attended?	25. High School/GED/ABE graduation date: _____Month_____Year
26. Name of Institution you plan to attend (or currently attending):			
27. Are you taking classes on-line? Yes ___ No ___	29. Calendar Year		
28. Are you taking classes on-site? Yes ___ No ___	_____ Semester (Fall/Spring)    _____ Quarter (Fall/Winter/Spring)		
30. Major or Field of Study:  Minor if applicable	31. Type of Certificate/Degree pursuing this school year: Certificate / Associate / Baccalaureate / Graduate / Doctorate (Advance Degree) *pls. circle one		
32. Current Class Level (Pls. circle one) - Freshman / Sophomore / Junior / Senior / Graduate / Advance			
33. Date of Expected College Graduation (month/year) - _____/_____			
PART E. PREVIOUS EDUCATION Information			
34. Other Post-Secondary Institution(s) or Trade/Vocational Schools attended _____ Certificate/Degree (s) Received _____ Year _____			
1.			
2.			
PART F. AUTHORIZATION Information FOR FILE REVIEW OR AWARD PICK-UP (circle one or both options)			
35. Authorized Person 1:		Contact No.	
Authorized Person 2:		Contact No.:	
<b>NO AWARDS WILL BE MAILED. DISBURSEMENT SCHEDULES WILL BE SENT VIA E-MAIL FOR AWARD PICK UP AT OUR OFFICE.</b>			
PART G. Release of Information			
<p><b>Information provided will be kept confidential. Pls. read the following certification carefully and sign below.</b></p> <p>For the sole purpose of Employment, Job Placement, or Financial Opportunities: I am authorizing the SHEFA Office to release my name, mailing address, email, field of study, Institution attending and date of graduation. I further release from any and all liability the SHEFA Office and its agents, representatives, and assignees for furnishing such documents and information to potential financial assistance agencies, employers and their employees, agents, representatives, and assignees for using such documents and information. The SHEFA Office agrees that it will not provide any personal or private information outside of the information it receives as part of this program to anyone. <b>CERTIFICATION:</b> I certify that all information provided above is true and complete to the best of my knowledge. If requested by SHEFA, I agree to provide proof of information stated on this form. I also understand that if I fail to provide the documents requested or falsify any information provided, it may result in the forfeiture of Financial Assistance pursuant to SLL 13-21. I also authorize SHEFA to request and obtain any and all necessary information from other agencies related to my financial assistance application. Furthermore, I understand that any financial assistance is subject to availability of funds pursuant to Saipan Local Law 13-21.</p>			
Signature of Applicant (parent/legal guardian must also sign if applicant is below 18yrs. old):			
<b>Signature:</b> _____		<b>Date:</b> _____	



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Please use this guide to determine which supporting documents you will need to submit to the SHEFA office.

NEW Applicant (never received assistance from SHEFA)	ONGOING Applicant (no break in enrollment and received SHEFA assistance in Spring 2017)	RETURNING Applicant (seeking readmission after break in enrollment, or if you did not receive assistance in spring 2017 and fall 2016)
2018-2019 Application	2018-2019 Application	2018-2019 Application
Letter of admission (acceptance letter)	Letter of admission (acceptance letter if you are transferring schools)	Letter of admission (acceptance letter)
Proof of CNMI residency for 2017-2018 (we will not accept your CNMI Driver's License, Mayors ID, or US Permanent Resident card as proof of legal presence and CNMI residency. We will accept CNMI 1040 for 2017, Voter's certification letter from the CNMI Board of Election Commission, etc. For new on-island high school graduates, your official transcript can serve as your proof of CNMI residency if you graduated in 2018 or 2017).	Most recent official transcript	Proof of CNMI residency for 2017-2018 (we will not accept your CNMI Driver's License, Mayors ID, or US Permanent Resident card as proof of legal presence and CNMI residency. We will accept CNMI 1040 for 2017, Voter's certification letter from the CNMI Board of Election Commission, or official transcript if you attended school in 2017 and/or 2018 here in Saipan for your proof of CNMI residency).
Copy of valid US Passport or valid government issued ID	Class schedule showing full time status	Copy of valid US Passport or valid government issued ID
Most recent official transcript		Most recent official transcript
Class schedule showing full time status		Class schedule showing full time status
Proof of vote cast at the Last General or Mid-Term Election (for all eligible voters). Off-island applicants must apply for absentee ballot.		Proof of vote cast at the Last General or Mid-Term Election (for all eligible voters). Off-island applicants must apply for absentee ballot.
Career Assessment Profile and Resume		Career Assessment Profile and Resume

**HELPFUL TIPS TO CONSIDER**

- Please make copies of all documents you submit.
- Your copies will be stamped and signed by our staff upon submission.
- Completed and signed applications are reviewed in the order they are received.
- Application will be entered in our system but will not be reviewed until supporting documents are complete.
- Supporting documents MUST be submitted at the same time to ensure prompt review of your application package.
- Applicants who have successfully submitted their applications and supporting documents will be notified by letter or e-mail (you must have a valid email account).
- Applicants are advised to carefully read the Memorandum of Agreement and SHEFA Rules and Regulations.
- You may pick up Memorandum of Agreement/Promissory Note at our office or you may download a copy from our website, when available. Please read carefully and learn more about your responsibilities before signing. Your award will not be released until a signed and notarized Memorandum of Agreement/Promissory Note is on file.
- Please check your e-mail frequently, as the SHEFA office will use your e-mail account as a means of sending official notification on scholarship matters.
- IMPORTANT! Please familiarize yourself with the Rules and Regulations and MOA on how to maintain scholarship eligibility for the next term.
- You are REQUIRED to update our office of any changes in contact information or academic status.
- All upcoming college or trade/vocational school graduates must provide a copy of their degree/certificate and official transcript to our office for compliance after graduation or 3 months of non-enrollment.