



Graduate Tuition Fellowship EXTENSION REQUEST

NSM Graduate Tuition Fellowship (GTF) eligibility requirements can be found on the NSM website. As a NSM Ph.D. student, you may only receive GTF for a maximum of 5 years (10 long semesters; fall and spring) during your time at the University of Houston. Once you have accumulated 10 prior semesters of GTF support you may request additional support, but it is subject to availability. You must show that you have made progress towards your Ph.D. and have the support of your Research Advisor and your department. To be considered for additional funding, please complete the information below and attach any needed supporting documentation. Also, applying for graduation is required in the final semester for receiving a GTF extension. Additional GTF funding is not guaranteed.

Last Name: _____ First Name: _____ Student ID: _____ Term: _____
Request Effective

UH Email Address: _____ Phone Number: _____ Department: _____ Program: _____

Program Entry: _____ Anticipated Graduation: _____ Tuition Residency: U Resident Non-U Resident International
Semester Semester

My 10th long semester of GTF eligibility: _____ # of long semesters with a Graduate Assistantship: _____ Name of Research Advisor: _____
Semester

Please check all that apply and fill in the blanks as needed:

I have applied for graduation in _____.
Semester

*** If required, your application must show on your myUH account for this request to be reviewed. ***

I am requesting a GTF extension for my
 11th long semester 12th long semester Summer

I am requesting employment as
 IA RA/TE TA TF

I will enroll in 3 hours. (Graduating semester only)

I will enroll in 9 hours. (Requires 6 hours of paid tuition by the advisor or department)
****The college will only provide for 3 hours of GTF in any extended semester.****

I will enroll in 3 hours for summer, but will not be graduating.

Additional Required Documentation:

- Work with your committee to develop a timeline with milestones showing what is needed to complete your dissertation, estimated defend date, and and date when you plan to submit to the college (by the college deadline).
- A letter from your Research Advisor attesting that you are on track to graduate in the specified semester with an explanation for graduation beyond the 5 years of support. The reason must be research specific and cannot be due to COVID.
- If enrolled in 9 hours, your Research Advisor must also state the contribution of 6 hours of tuition, either from the advisor or department in the letter. If your department is providing the support, then and additional acknowledgment from either the Chair or the DBA is required.
- Your advisor will need to prepare your degree plan to go along with this form.
- If you are a student on an F1 visa enrolling in only 3 hours in long semester and plan to graduate, please also submit an RCL (Reduced Course Load) form to your advisor at the same time for your request to be reviewed.

By signing below, you understand that you must also meet all other NSM GTF requirements for the extension request. If you are employed and receiving the GTF, in any long semester, with less than 9 hours of enrollment, **signing below indicates your understanding that this is a one-time only exception.**

 Student's signature Date