



2017 Spouse Education Fund (SEF) Grant Application Instructions

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We welcome your interest in and application for a grant (\$100 to \$500) toward local academic and professional development opportunities. Grants are awarded primarily according to financial need, as well as relevance, future impact, and motivation. The amount of grant funding available varies from year to year because the Spouse Education Fund depends entirely on donations from the community.

ELIGIBILITY

Applications are restricted to spouses and/or partners of current Stanford international students, post-docs, and visiting scholars on F-2 or J-2 visas. You must be a first-time applicant. Spouses of Stanford employees are not eligible. Neither the applicant nor the spouse can hold American citizenship. The grants must be used for courses/programs that are completed between January 1 and December 31, 2018.

Application deadline: Saturday, November 18, 2017 at noon.

COMPLETING THE APPLICATION

Please follow these application instructions carefully.

1. Insert a passport size photograph of yourself in the space provided on page 1 of the SEF application.
2. Complete each field in the application.
3. Send questions about the application to: SEFcomm@CCISstanfordu.org or contact SEF Committee members Dolly Verplank, Gwyn Dukes, or Sande Stuart during Friday Morning Coffee.
4. It is **very** important to provide **specific** institution and course information in the application section on "Proposed Use of Award." We suggest you list first and second choices, since courses are sometimes cancelled.
5. Save the application as a Microsoft Word document with the name format: "2017 SEF App - <Your First Name> <Your Last Name>". For example: If your name is Sally Brown, name the Word document "2017 SEF App - Sally Brown".
6. To help us track your SEF application, put: "**SEF application -- <your name>**" in the 'subject' field of your email. We will notify you that we have received your application.
7. Email your completed application as an attachment to: SEFcomm@CCISstanfordu.org

SCHEDULING YOUR INTERVIEW WITH THE SEF COMMITTEE

From November 27-30, 2017, between 9:30am and 4:00pm, the SEF Committee will hold a 15-minute interview with each applicant. The interviews will be conducted at the Bechtel International Center. Applicants should wait in the living room at their appointed interview time. **When you have submitted your application, be sure to sign up for an interview, using the link at the bottom of the application.** If you cannot find a convenient time for an interview, contact us. We encourage you to apply early for the best choice of interview times.

Grant awards will be presented at a reception on Tuesday, December 12, 2017 from 4:00pm to 5:30pm at the Bechtel International Center.

COURSE INFORMATION

Information and course catalogs of local institutions are available in the Resource Center for International Families (Bechtel International Center main floor) and online at:
<http://www.ccisstanfordu.org/appls-other-forms/171013-sef-2017-local-edu-list.pdf>



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Insert your photo here

Your application **must** include **all** of the following information:

First Name	Last name	
Address		
Phone number	Email address	
Country of citizenship	Country of birth	Type of visa
Date of arrival at Stanford	Expected date of departure	
Name of spouse/domestic partner		
Current status of spouse/domestic partner.		
International student	Post-doc	Visiting Scholar
Other (please explain) _____		
Nationality of spouse/domestic partner _____		
Department of spouse/domestic partner _____		
If your spouse/domestic partner receives funding from Stanford, please explain:		

EDUCATIONAL BACKGROUND

Specific the subject matter, institution, and any certificate, diploma, or degree awarded.

PURPOSE

State your goals for the future and indicate how your proposed educational experience would enhance these goals.

I affirm that my spouse/partner is a current international student, post-doc, or visiting scholar at Stanford University and that all the information presented on this form is accurate.

(Your signature) _____

INTERVIEWS

Applicant interviews will be conducted from Monday, November 27 through Thursday, November 30, 2017. They will be scheduled every half-hour from 9:30am to 3:30pm. **Immediately after you submit your application, please use link below to sign-up for an interview timeslot.**

<http://www.signupgenius.com/go/10c0d48abaf23a13-sefinterviews2>

Email your completed application as an attachment to: SEFcomm@CCISstanfordU.org

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