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|--|--|
| <input type="checkbox"/> No Teaching Load: | <input type="checkbox"/> With Administrative Load |
| <input type="checkbox"/> Reduced Teaching Load of ____ Units | <input type="checkbox"/> Without Administrative Load |
| | <input type="checkbox"/> With Administrative Load |
| | <input type="checkbox"/> Without Administrative Load |

Others (specify)

Outside Grant/Scholarship to be Availed (if any) : _____

Privileges Offered by the Outside Grant/Scholarship:

- | | | | |
|--|----------------------------------|-----------------------------|---|
| <input type="checkbox"/> Full | <input type="checkbox"/> Partial | <input type="checkbox"/> No | Subsidy on School Fees (Tuition, Laboratory and Miscellaneous Fees) |
| <input type="checkbox"/> Full | <input type="checkbox"/> Partial | <input type="checkbox"/> No | Subsidy on Lodging Fees |
| <input type="checkbox"/> Full | <input type="checkbox"/> Partial | <input type="checkbox"/> No | Subsidy on Transportation |
| <input type="checkbox"/> Food Allowance of | | | |
| <input type="checkbox"/> Monthly Allowance of | | | |
| <input type="checkbox"/> Semester Book Allowance | | | |
| <input type="checkbox"/> Thesis Allowance of | | | |
| <input type="checkbox"/> Others (specify) | | | |

Applicant's Name and Signature: _____

 Required Documents to be Distributed to all Members of the Institute Academic Scholarship Panel.

(Deliberation of the application will be scheduled within one week after the documents are distributed. The applicant is required to be present during the deliberation.)

- Letter Addressed to the Chancellor through the Vice Chancellor for Academic Affairs requesting for FDP Grant
- Endorsement from the Department Chairman and College Dean or School Director certifying that the Study is in Line with the Department's Development Plan and that the Applicant's Official Leave Does Not Jeopardize the Department's Teaching Load
- Faculty Profile of the Department specifying the educational attainment and field of specialization of the faculty members
- Teaching Efficiency Rating for the Last Two Academic Years Duly Signed by the Department Chairperson and College Dean or School Director
- Notice of Admission and/or Program of Study with Timetable Certified by the Academic Adviser or Dean of the College where the Program is to be pursued
- Accreditation information and/or CHED recognition of the program as Center of Excellence/ Development (Not required if applying in MSUS, UP Diliman, UPLB, DLSU-Manila, ADMU and foreign institutions)
- Transcript(s) of Records of Previous Degree(s)
- MSU-IIT Employment Records
- Brochures/Information Related to the Scholarship / Grant (For Grantees with Outside Scholarship/Grant)
- Meritorious Document(s), if any

Results of the deliberation will be submitted to the Vice-Chancellor for Academic Affairs, who will then endorse the application to the Institute Academic Planning Committee for approval.

Once approved, the following documents must be accomplished and submitted to OVCAA:

- Health Certificate from the Institute Physician
- Certificate of Mental and Emotional Stability from the Guidance Office
- Duly Accomplished Institute Clearance
- Duly Notarized Fellowship Agreement
- Duly Notarized Surely Bond