INSTRUCTIONS TO APPLICANTS

These instructions are for the Dr. Antonio C. Yamashita Teacher Corps sponsored by the Government of Guam for teacher education studies at the University of Guam.

Please read these instructions carefully. **IF YOUR APPLICATION AND SUPPORTING DOCUMENTS ARE LATE AND/OR INCOMPLETE, IT WILL NOT BE SUBMITTED TO THE COMMITTEE FOR CONSIDERATION.**

THE APPLICATION FORM

1. You must complete all sections of the application form. Please do not leave any sections blank. If the section does not apply to you, please indicate with a “N/A” or “none”.
2. You must sign the application form. Obtain your parent’s signature if you are a minor.
3. You must have the application **NOTARIZED**. Please note that the Notary Public will require your signature in his/her presence and may require a fee.
4. You must submit the completed application form and all required documents to the Financial Aid Office, located at the University of Guam Field House. Application deadlines: 12:00 noon on the last Friday of May for Fall Semester awarding and 12:00 noon on the last Friday of November for Spring Semester awarding.

APPLICATIONS AND REQUIRED DOCUMENTS

Please complete the following sections on the application form attached. You must also submit the required documents to support the information given.

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<th>SECTION 1: PERSONAL DATA</th>
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[ ] You must provide **PROOF OF U.S. CITIZENSHIP** or **PERMANENT RESIDENT ALIEN** Status:
  a) If you are claiming U.S. Citizenship, please submit a copy of your official birth certificate, U.S. Passport, or a copy of your naturalization certificate.
  b) If you are a permanent resident alien, please submit a copy of your alien registration card.

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<th>SECTION 2: EDUCATIONAL DATA</th>
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☑ Bachelor’s in Education  ☐ Teacher Certification (Chamorro Language instruction)

[ ] You must submit **OFFICIAL ACADEMIC TRANSCRIPTS** (select applicable category and submit required official transcript):
  a) If you are currently in an undergraduate level program at UOG, you must submit an official transcript from UOG.
  b) If you are working on your Master’s degree for specialty areas that require graduate training as a minimum requirement for Certification, based on recruitment needs of GDOE.
  c) For individuals working on Teacher Certification, you must submit a copy of your official transcript that confers your most recent Bachelor’s degree along with a copy of the Teacher Certification form from Guam Commission for Educator Certification (GCEC).

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<th>SECTION 3: STATEMENT OF RESIDENCY</th>
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[ ] You must submit **PROOF OF ONE-YEAR GUAM RESIDENCY**, by providing **ONE OR MORE** of the following:
  a) *Copies of personal and/or parent’s income tax forms filed and stamped received by the Department of Revenue and Taxation for 2013; or a certified statement from Department of Revenue and Taxation.*
  b) *Applicants under Public Assistance may submit a certified statement indicating types of assistance from agencies providing assistance for 2013.*
  c) If the applicant is eighteen (18) years or younger, must provide an official transcript from the Department of Education Middle School or Guam Private Elementary/Middle School.
  *Applicant must be listed on all documents submitted by parents or guardians.*
APPLICATION AND REQUIRED DOCUMENTS (Continued)

ADDITIONAL DOCUMENTS REQUIRED


[ ] Letter of Recommendation(s):
  a) 2 – Letters of recommendations as defined below:
      i. An educator, including teacher/instruction, counselor or school administrator who worked in an educational institution;
      ii. By any other individual other than a relative who can attest to the character of an applicant.
  b) 1 – Additional letter of recommendation if you are Employees of Guam Department of Education as defined below from assigned supervisor attesting to applicants job duties.
     i. School aides, library technicians, and teachers with a bachelor’s degree or higher who are seeking Teacher Certification in Chamorro Language Instruction.
     ii. Chamorro language teachers who do not have a Bachelors degree.

[ ] Academic Planning Sheet: Submit a plan that is completed, approved and signed by an appropriate Academic Advisor.

[ ] SOE Letter of Acceptance

If your application with the above supporting documents is COMPLETE, it will be submitted to the Yamashita Educator Corps Evaluation and Selection Panel. The Panel will then forward their recommendation to the Scholarship Committee. It will then be forwarded to the Board of Regents regular meeting for action. If approved, you will be required to attend a MANDATORY PRE-AWARD ORIENTATION prior to receiving the award benefits. Please keep in mind that all award benefits are based on financial need and subject to the availability of funding.

APPLICATION DEADLINE:
12:00 P.M. Last Friday of May for Fall Award
12:00 P.M. Last Friday of November for Spring Award

FOR ADDITIONAL INFORMATION, YOU MAY CONTACT OUR OFFICE AT: Telephone (671) 735-2284/2288 or FAX (671) 734-2907. You may also reach us by e-mail at sfap@uguam.uog.edu
DEFINITIONS
The following terms whenever used in these regulations shall have the meaning indicated herein, except when the text otherwise requires:
1. **Board**: the Board of Regents of the University of Guam.
2. **Bona fide resident**: a United States citizen or a permanent resident alien having resided on Guam for one (1) year immediately preceding the starting date of the academic year the assistance will be used.
3. **Full-time status**: minimum of twelve (12) or more credit hours per regular semesters; minimum of six (6) credit hours per semester for Summer term.
4. **Major Program**: consists of students who have declared their intention to become educators.

ELIGIBILITY REQUIREMENTS
1. You must be a bona fide resident of Guam for one (1) year immediately preceding award of the assistance AND either a citizen of the United States or a permanent resident alien.
2. You must have an overall grade-point average (GPA) of not less than:
   - 2.5 overall grade point average;
3. You must been admitted to the School of Education at the University of Guam;
4. Agree to practice education in a public school funded by the government of Guam in areas of need upon graduation and certification to practice on Guam.
5. Recommended to the program by: 1) an educator, including teacher/instruction, counselor or school administrator who worked in an educational institution; and 2) by any other individual other than a relative who can attest to the character of an applicant.

BENEFITS (Total amount of the loans are contingent upon the availability of funds.)
1. Payment of tuition and fees.
2. An allowance of up to five hundred dollars ($500) per regular semester, and up to one hundred dollars ($100) per summer semester for textbooks.
3. A monthly stipend

REPAYMENT OBLIGATION
1. Be employed for a period of one (1) year for every academic year of scholarship received by the recipient, the semester immediately upon conferral of degree.
2. Any loan found to be forfeited shall be immediately due and payable monetarily.

PROHIBITIONS
1. No awards shall be granted to recipients applying for a 2nd bachelor's, masters, or doctorate degree.
2. No awards shall be granted for the purpose of pursuing theological studies.
3. No money may be expended for awards unless such awards are authorized by the Board through Resolution.
4. No person receiving benefits under one subchapter of Division 3, GCA Title 17 shall be entitled to benefits under any other subchapter, and no person receiving benefits under any Government of Guam educational program shall be entitled to benefits provided under the Student Financial Assistance Program.