Muscogee (Creek) Nation
Department of Higher Education

Post Graduate Education Scholarship Program
(NCA 16-048; Formerly NCA 13-038)

APPLICATION GUIDELINES

Applications must be completed and all required materials must be submitted to receive consideration and review. Incomplete applications will not be reviewed.

The Post-Graduate Education Scholarship Program (NCA 16-048) was established to provide financial assistance to Muscogee (Creek) Nation student-citizens pursuing careers that require advanced degree or certifications. This program is designed to pay for costs for post-bachelor academic and professional testing fees.

SCHOLARSHIP PROGRAM INFORMATION:

1. Funds will be used to ONLY pay for preparatory courses, testing registration fees, and examinations for: Law School Admissions Testing (LSAT), Graduate Record Examination (GRE), Medical College Admission Test (MCAT), Graduate Management Admission Test (GMAT), Fundamentals in Engineering (FE), Professional Engineer (PE) Test, Uniform Certified Public Accountant (CPA) Examination, the Oklahoma General Education (OGET), Oklahoma Subject Area Tests (OSAT) Oklahoma Professional Teaching Exam (OPTE), National Board Certification for Teachers, Certified Financial Planner (CFP) Examination, Pre-Certification Education Requirements for the CFP and miscellaneous **post-bachelor** professional certification/entrance Tests.
2. Completed Applications MUST be received 2-4 weeks PRIOR to your proposed class and/or test date
3. If a student submits information on post-bachelor testing not listed, exam and requirements will be reviewed by Education Committee members for approval.
4. Program will NOT accept applications for reimbursement.
5. Program will not pay for tuition associated with courses in which students receive credit towards an undergraduate or graduate level degree.
6. Review of applications are as follows:
   A. Initial application will be reviewed by MCN Department of Higher Education Manager;
   B. 2nd application submission will be reviewed by Higher Education Manager and Education Committee member; Additional submissions will require full Education Committee review.
7. Education Committee may submit additional questions to applicant upon review.
8. If selected, recipient must complete a "Payment Request Form" that will be sent by the Higher Education Manager.
9. Returning applicants must complete a "Renewal Application" when applying for future funding and must have all receipts submitted prior to submitting renewal application. Renewal applications are made available from the Higher Education Manager.

Questions? Contact Pete Coser, Jr. (MCN Higher Education Manager)
Phone: (918) 732-7688 Email: PCoserJr@mcn-nsn.gov

Application Requirements

1. Completed application (all information fields completed);
2. Applicant must be at 90 credit hours or more at their university working towards a bachelor's degree; or, must have been awarded a bachelor's degree;
3. The following required documents must be attached to the original application. Documents include:
   A. Verified copy of Muscogee (Creek) Nation tribal citizenship card
   B. Current photo
   C. Professional resume
   D. One letter of academic support (professor, academic adviser/mentor)
   E. Official Transcript (enclosed in a sealed and signed envelope from your institution)
   ***Must be sent by mail; Official Transcript can be sent directly from institution
   F. Education plan that outlines your testing dates, academic plans/interest, career goals, application dates, training schedule, and preparatory courses schedules.

***PLEASE NOTE: this is not the application for the Post Graduate Grant program. Please visit the MCN Higher Education website and click the Post Graduate & Doctorate Grants tab for further information.

Mail Completed Application and Documents:

Muscogee (Creek) Nation
Department of Higher Education
Attn: NCA 16-048
PO Box 580
Okmulgee, OK 74447

OR

Email Completed Application and Documents to:

Pete Coser, Jr.
Manager, Department of Higher Education
PCoserJr@mcn-nsn.gov
***NOTE: Official Transcript (Sealed and signed by your institution) MUST be sent by regular mail (see previous mailing address)

Questions? Contact Pete Coser, Jr. (MCN Higher Education Manager)
Phone: (918) 732-7688 Email: PCoserJr@mcn-nsn.gov

MUSCOGEE (CREEK) NATION
DEPARTMENT OF HIGHER EDUCATION
POST GRADUATE EDUCATION SCHOLARSHIP PROGRAM (NCA 16-048)

RENEWAL APPLICATION
MUST BE FULLY COMPLETED FOR CONSIDERATION

SSN #:_____

Email: _____

Phone Number: _____

Amount Requested: _____

If selected, award will be made payable and mailed:

Payable To: _____

Mailed To: _____

Attention: _____

Address: _____

_____

Name:_____

Mailing Address: _____

Institution Attending/Graduated: _____

Proposed Deadline for Payment: _____

Required Documentation Checklist!

Updated and Revised Education/Academic/Career Plan_____

Updated Professional Resume _____

Updated Official Transcript _____

I hereby certify that the above information is true and correct to the best of my knowledge. I understand this information is only to be used to determine eligibility of funding. Assistance payments will be mailed or may be hand delivered to the preparation course provider, GRE, MCAT, DAT, EIT, PET, GMAT, College or University, and/or professional licensing body.

_____ _____

Applicant's Signature Date

NCA 16-048 Program Office Only

Application Received Date:_____

Complete/Incomplete: _____

Items Missing:_____

Number of Application Submissions: _____

Education Committee Review

Committee Questions/Concerns:_____

_____

_____

_____

Approved: YES or NO Amount Approved: $_____

Date To Finance: _____