

**MEMORANDUM OF APPLICATION**

**TO:** Dr. Dianne L. Barron  
Associate Provost and Dean, Graduate School

**FROM:** \_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Troy Student ID Number

\_\_\_\_\_  
Name of Department/Office of Supervision

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number

**DATE:** \_\_\_\_\_

**SUBJECT:** Summer In-state Tuition Scholarship for Graduate Assistants

Please provide a Memorandum of Application to include the following information:

1. State your request and why the scholarship is important to you
2. List the degree program you are admitted to
3. List the courses and semester hours you plan to take during the summer
4. Provide the number of semester hours remaining to complete your degree
5. Provide your current grade point average as of December 31 (Note: If the GPA for the spring semester falls below 3.0, you are no longer eligible to be a Graduate Assistant and will not qualify for the Summer GA scholarship)
6. Attach a copy of your current transcript (December 31)
7. Attach a copy of your current Spring Course Schedule

NOTE: There is no guarantee that your application will lead to the award of a summer in-state tuition scholarship for Graduate Assistants.

Submit your Memorandum of Application to:  
Office of the Graduate Dean  
011 Adams Administration Building  
Troy, Alabama, 36082  
(334)670-3189