



Staff Educational Advancement Initiative (“SEAI”)

~ Application~

Please fill in the following information by placing a check in the appropriate boxes and filling in the blanks. Applications should be submitted electronically to diversityandinclusion@missouristate.edu. The applicant’s name should be listed in the subject line.

Personal Information

First Name: _____ MI: _____ Last Name: _____

Address: _____

City, State, and Zip Code: _____

Phone Number: (Cell) _____, (Other) _____ Preferred use: _____

M#: _____

Education

☐ Baccalaureate: Please specify _____
Year earned: _____ Institution: _____

☐ Master: Please specify _____
Year earned: _____ Institution: _____

☐ Doctorate: Please specify _____
Year earned: _____ Institution: _____

☐ I have taken the GRE, MAT, GMAT, or equivalent. Score*: _____
* Score does not indicate automatic approval or refusal of candidates from the program.

Employment

Current position/job title at Missouri State University: _____

Current department within Missouri State University: _____

Initial date of full-time employment at Missouri State University: _____

Specifics of Request

Anticipated term of the program, (i.e. 3 years): _____

Amount requested per year: _____

- ☐ I acknowledge that I am responsible for funding at least 1/3 of the total cost of tuition and fees per year.
- ☐ I understand and acknowledge that, pursuant to IRS regulations, the entire amount of the Forgivable Loan advanced to me by the University is considered taxable income and, accordingly, will be included on my W-2 as such.

Application Documents Attached

- ☐ Letter(s) of recommendation
- ☐ Resume/CV
- ☐ Official Transcripts
- ☐ Essay (2-page minimum)

Recommendation by Major Administrator

I recommend the undersigned applicant for participation in the Staff Educational Advancement Initiative.

Description as to how the proposed advanced degree is anticipated to meet the needs or advance the work of the sponsoring department:

Signature: _____

Date: _____

Position Title: _____

Statement for Consideration:

In exchange for my written commitment to work at Missouri State University in my sponsoring department, I will participate in the SDCI by accepting an advancement loan or supplemental pay reimbursement up to \$10,000 per year for a maximum of 4 years in order to cover the cost of my expenses to obtain a terminal degree. After successful completion of my terminal degree, I will return to work at the University and obtain forgiveness of financial responsibility pursuant to the terms of my Loan Forgiveness Agreement.

Applicant Signature: _____

Date: _____