



**U.S. UNIVERSITY CONFIRMATION OF AGREEMENT
WITH THE VIETNAM EDUCATION FOUNDATION (VEF) FELLOWSHIP FINANCIAL TERMS**

*This form must be completed by the admitting Graduate Department, Graduate School, or other university office that has the authority to make a commitment to the financial terms of the VEF Fellowship. The completed form must be attached to the offer of admission sent to the VEF Fellow or Alternate applying for admission to your university **by the close of business, March 28, 2016, (U.S. East Coast time)**. VEF Alliance Schools (with whom VEF has signed a Memorandum of Understanding) must also complete this form.*

PLEASE TYPE OR PRINT CLEARLY

NAME OF VEF FELLOW/ALTERNATE

Mr./Ms. (First) _____ (Middle) _____ (LAST) _____
Date of Birth (mm/dd/yyyy): _____

U.S. UNIVERSITY GRADUATE PROGRAM INFORMATION (to which the individual above is admitted)

U.S. University: _____

School/College: _____ Department: _____

Admission to pursue: M.S. M.S./Ph.D. Ph.D.

*****IMPORTANT! PLEASE CONFIRM WHETHER ADMITTED TO AN M.S., M.S./PH.D., OR PH.D.**

Major field of study (as listed in admission letter): _____

Duration of degree program [mm/yyyy]: From _____ To (expected completion) _____

Contact person at U.S. University, if VEF has any questions about the information provided on this form

Name _____ Title: _____

Name of Department (or Division, Office, etc.): _____

Address: _____

Telephone: _____ Fax: _____

Email address: _____

FINANCIAL TERMS

We agree to the terms of the VEF Fellowship as outlined in the VEF Financial Support Letter. If the student makes normal progress and is in good academic standing, we will provide the following financial support for the student named above:

Year 1

FULL COST for year one at your University (including tuition, all fees, living expenses, and health insurance)

(A) \$ _____

Financial Support:

1) VEF Support

VEF Fellowship Grant for the first year

(B) \$ 27,000

2) University Support (if the VEF Grant is insufficient to meet all costs)

Please describe and list the type of support/cost-sharing and the dollar value of support (i.e., tuition waiver, graduate assistantship, other fellowship support, etc.)

_____ (C) \$ _____
_____ (D) \$ _____
_____ (E) \$ _____

Total Support: The sum of all Financial Support values above must be equivalent to or greater than the dollar value in (A):

(G) **TOTAL= (B+C+D+E):** \$ _____

Year 2

FULL COST for year two at your university (Including tuition, all fees, living expenses, and health insurance)

(H) \$ _____

Financial Support:

1) VEF Support

VEF Fellowship Grant for the second year

(I) \$ 27,000

2) University Support (if the VEF Grant is insufficient to meet all costs)

Please describe and list the type of support/cost-sharing and the dollar value of support (i.e., tuition waiver, graduate assistantship, other fellowship support, etc.)

_____ (J) \$ _____
_____ (K) \$ _____
_____ (L) \$ _____

The sum of all Financial Support values above must be equivalent to or greater than the dollar value in (H):

(M) **TOTAL= (I + J + K + L):** \$ _____

PLEASE CONFIRM IF ADMITTED TO MS/PH.D or PH.D.: All VEF Fellows will be on J-1 immigration status under the sponsorship of VEF during the first two years. With satisfactory academic performance of the Fellow towards the Ph.D. degree and with the availability of funding, the university will issue immigration documents for the Fellow to continue in the academic program in F-1 or J-1 status from year 3 until the completion of the Ph.D. program. Please consult with your university's international student/scholar office if you have additional questions.

Signature: _____ Date: _____

PRINT name: _____

TITLE: _____

SUMMARY OF VEF SUPPORT (Full financial terms can be found in the VEF Financial Support Letter that will be provided by the applicant.)

1. VEF Fellowship Grant: VEF will provide the University a Fellowship Grant of \$27,000 each year for the first two years of study.
2. Professional Development Grant (PDG) to the Fellow.
VEF will pay \$1,000 through the Fellow's U.S. host university at the beginning of each of the first two years of study.
3. Settling-In Allowance for the First Year. VEF will provide a \$580 Settling-In Allowance to the Fellow through the University in the first year. The university must provide these funds to the VEF Fellow as soon as possible after arrival in the United States since the Fellow will have very limited resources at the start of graduate studies.
4. Payment of Funds to the University and Tax Issues. The Fellowship Grant to the University (\$27,000/year for the first two years), the PDG (\$1,000/year for two years), and the Settling-In Allowance (\$580 for first year only) will be electronically transferred to the University by the beginning of the Academic Year, usually in July or early August. The university must provide these funds to the Fellow and also withhold and report applicable state and federal taxes.
5. Stipend. VEF requests that universities provide the first month's stipend or a partial payment of the stipend as soon as the Fellow arrives on campus, but at the very least, during the first month of study.
6. Other Financial Support. VEF also pays for the following:
 - Required Pre-Departure Orientation program conducted in Vietnam by VEF.
 - Physical exam and inoculations required by the university prior to departure to the United States.
 - Economy-class airfare from Vietnam to the United States at the start of the academic program, and from the United States to Vietnam at the end of the second year or earlier (if program is completed earlier). Fellows, who continue their studies in an M.S./Ph.D. or Ph.D. program, and who require a transfer to the U.S. university's J immigration sponsorship, must waive their right to a return ticket to Vietnam when the transfer is completed. If these transferred students return to Vietnam or travel overseas during their study, they must apply for a new visa from the U.S. embassy or consulate overseas.
 - When funds permit, VEF organizes an Annual Conference in the United States. VEF pays for a round-trip economy class airfare, lodging, and most of the meals at the conference. Since these

conferences promote networking and career development, we appreciate the cooperation of the university in encouraging the Fellow to attend.

I confirm that the university is in agreement with the financial terms of the Vietnam Education Foundation (VEF).

On behalf of the university (name of university) _____

Signature: _____ **Date:** _____

Full name and job title (Please Print):

Phone number: _____ **E-mail address:** _____

[For questions, please contact Ms. Sandarshi Gunawardena (Email: sandarshiqunawardena@vef.gov), Senior Program Officer, VEF U.S .Office, (703) 351-5053]