

[date]

Dear Jacob K. Javits Project Director:

This letter contains the information you will need to request [next fiscal year] continuation support for Javits fellows enrolled at your institution. Jacob K. Javits Fellowships funded through the U.S. Department of Education may be renewed annually for up to a period of four years or to completion of degree whichever comes first. Students may receive continuation fellowship support provided that they demonstrate financial need and maintain both satisfactory academic progress and full-time enrollment status. The Jacob K. Javits Fellowship Program is authorized by Part A of Title VII of the Higher Education Act of 1965, as amended (HEA).

Please be advised that your electronic submission of the *Annual Performance, Financial Need and Certification Report for the Jacob K. Javits Fellowship Program* is required to request continuation fellowships for eligible students. The online report and instructions will be accessible via the following URL on [insert date]: [insert URL]. In addition, the enclosed list, [current fiscal year] *Jacob K. Javits Fellowship Continuations by Institution and Cohort*, also referred to as *Attachment K*, reflects all of the Javits Fellows within a cohort who are currently enrolled at your institution and were awarded a fellowship. You must submit a separate online report for each Fellow within each cohort at your institution. **The report is due to the Department of Education by [date].** Please note that the submission deadline will be strictly enforced, and that untimely report submission may delay the continuation funding requested by your institution.

The maximum fellowship award for [current fiscal year] was [\$ amount], including a maximum stipend of [\$ amount] and an institutional payment of [\$ amount]. The report collects information on not only the previous year's amounts, but also on the actual amounts to be used for the upcoming year. The actual amounts have been adjusted to meet the maximum stipend of the National Science Foundation Graduate Fellowship Program, as of February 1 of that year, which is now [\$ amount]. The institutional payment has been adjusted to [\$ amount], in accordance with the Consumer Price Index, which is determined by the U.S. Department of Labor at the end of each year. The Javits Program office will automatically adjust your fellowship continuation requests accordingly. No fellowship stipend may exceed the student's level of financial need or the maximum stipend.

Please also review the enclosed "Dear Continuing Javits Fellow" letter from the Javits Program staff at the U.S. Department of Education. It is intended for optional use by project directors (also referred to as Javits Coordinators) at grantee institutions to notify fellows annually about filing the Free Application for Federal Student Aid (FAFSA) as required for the Title IV need calculation by your institution. The Department of Education recommends that you forward this letter to each Javits Fellow attending your institution just prior to winter break. Students may submit an electronic application via [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or request a hardcopy application from your institution's financial aid office.

If you have any questions, or if this message has reached the incorrect contact person, please notify me immediately at [insert program officer telephone number] or [insert program officer e-mail address].

Your cooperation and prompt attention regarding this matter are most appreciated.

Sincerely,

[insert program officer name]  
Program Officer  
Jacob K. Javits Fellowship Program

Enclosures (2)

[Fiscal Year] Jacob K. Javits Continuation Fellowships by Institution and Cohort  
“Dear Continuing Javits Fellow” Letter