

Good Neighbor Scholarship Program

Electronic Form Instructions



Financial Aid Services

Texas Higher Education Coordinating Board

Contact: GrantInfo@thecb.state.tx.us

Outside Austin: 800/242-3062 options 3, 3

Austin Metro: 512/427-6340 options 3, 3

**Good Neighbor Scholarship Program
Recommendations for 2016-2017
Electronic Form Instructions**

General

The secure electronic recommendation form requires that you register for access via the CBID system.

1. To access the recommendation form, use the following link:

<https://www1.theccb.state.tx.us/apps/gnsp/>

- You may log out of the form and begin a new one by clicking “Logout”.
- You may clear the form and start again by clicking “Clear form”.
- All fields marked with an asterisk are required fields. The system verifies fields as you enter information and prompts you to take further action.
- If you omit required information or entered invalid information, the system will direct you to correct the problem when you submit the form.
- After you submit a form, the system provides you the opportunity to fill out another form or log out as appropriate.

Note: The form will time out and not save your changes if there is no activity for 20 minutes.

Priority

2. **Give each student a unique priority ranking** among ALL the students you submit from your campus, regardless of their country.

Note: Your institution’s information appears automatically. If the information is incorrect, contact the Coordinating Board.

The screenshot shows a web form titled "Good Neighbor Scholarship Program Recommendation 2016-2017". At the top left, there are two buttons: "Logout" and "Clear Form". Below these buttons is a legend: "*Required field". The form contains several input fields with labels to their left: "Academic Year" with the value "2016", "FICE Code" with the value "003539", "Institution Name" with the value "ALVIN COMMUNITY COLLEGE", and "Priority*" with an empty text box. The "Priority*" field is the only one with an asterisk, indicating it is a required field.

Student Identification

3. Enter the student's identification information in the fields provided.

Student Information

Student ID#*

Enter Social Security Number or Student ID Number

Please fill out this field.

Student's date of birth

Type of ID*

SSN (Format - 9 digits with no dashes)

Institution ID#

Student's Name:

*

*Last name *First name Middle initial (Optional)

Please fill out this field. Please fill out this field.

Residency

4. Enter the student's residency information and the length of time they have lived in the Western Hemisphere.

- The student must be classified as a non-resident in order to qualify. Students classified by your institution as residents **are NOT eligible**. Non-residents awarded waivers of non-resident tuition are eligible. The program statute indicates an applicant must be a resident of a country of the Western Hemisphere (other than the United States or Cuba). F-1 and J-1 visa holders meet this qualification, but so could other non-residents.
- If the student has applied for Permanent Resident status in the U.S., or has dual citizenship that includes the U.S., he/she **is NOT eligible** for an award through this program. Recipients of the Good Neighbor Scholarship must plan to return to their home country when they complete their studies.
- To be eligible for an award, the student must have lived in the Western Hemisphere for at least five years. If you do not know the full amount of time, but have proof of at least 5 years residence in the Western Hemisphere, answer 5 years, 0 months.

Residency:* Is student classified by your institution as a Resident:

Yes

No

*Has student applied for US permanent resident status?

Yes

No

*How long has student lived in Western Hemisphere?

Years Months

Country Codes

5. Select from the drop-down list the country of birth, citizenship, and permanent residence.

The statute authorizing the program indicates that the applicant must be a bona fide, native-born citizen and resident of a country from the Western Hemisphere other than Cuba. The answers are expected to be the same. If they are not, enter comments that explain how this individual meets program requirements.

Country Codes:

Country of Birth *
Please select an option.

Citizenship *
Please select an option.

Permanent Residence *
Please select an option.

Comment * Country of birth, citizenship, and residence should match. If country of birth, citizenship, and permanent residency are not the same, please explain how this student application is still eligible.

Eligibility Requirements

6. Indicate that the student has met basic admissions and GPA requirements of the institution. In order to be eligible, he/she must be meeting the institution's academic progress requirements. If this is the first year that the student attended your institution, please check "Yes" to the question: "Is the student meeting the institution's GPA requirement?"

Notes:

- No special consideration will be given to individuals who answer "Yes" to the question: "Does student have any relatives working for the Texas Higher Education Coordinating Board?"
- "Selective Service" automatically defaults to "Exempt".

Student Visa: * Does student hold a student visa?
 Yes
 No

Selective Service: * Has student met US federal Selective Service requirements?
 Exempt

*Does student have any relatives working for the Texas Higher Education Coordinating Board?
 Yes
 No

*Is student meeting the institution's GPA requirement?
 Yes
 No

Certification

By signing this statement, the Program Officer is certifying that the student meets all program requirements.

Program Officer's Certification

I hereby certify that the student recommended for this exemption has met our institution's basic admissions and academic progress requirements. Furthermore, we have documentation on file that this student meets all program eligibility requirements.

Submitter's Name * Program Officer:

Signature *

Email Address *

Phone Number *
(Use format 512-333-1234)

Submit Date

Good Neighbor Scholarship Program Statute

Texas Education Code §54.331 - Students from Other Nations of the American Hemisphere.

(a) The governing boards of the institutions of higher education may annually exempt from the payment of tuition fees the following students:

(1) 200 native-born students from the other nations of the American hemisphere; and

(2) 35 native-born students from a Latin American country designated by the United States Department of State.

(b) Ten students from each nation, as authorized in Subsection (a)(1), shall be exempt as provided in this subsection. In the event any nation fails to have 10 students available and qualified for exemption, additional students from the other nations may be exempted, subject to the approval of the Texas Higher Education Coordinating Board and allocation by the coordinating board. However, not more than 235 students from all the nations shall be exempt each year. In the event the nation designated in Subsection (a)(2) of this section fails to have 35 students available and qualified for exemption within a reasonable time, additional students from other nations may be exempt, subject to the approval of the coordinating board.

(c) Every applicant desiring the exemption shall furnish satisfactory evidence, certified by the proper authority of the applicant's native country, that the applicant is a bona fide native-born citizen and resident of the country that certifies the application and that the applicant is scholastically qualified for admission.

(d) The coordinating board, after consultation with representatives of the governing boards of the institutions of higher education, shall formulate and prescribe a plan governing the admission and distribution of all applicants desiring to qualify under the provisions of this section.

(e) No student shall be exempted under this section who is not a native-born citizen of the country certifying the student's qualifications and who has not lived in one of the nations of this hemisphere for a period of at least five years. No member of the Communist Party and no student from Cuba shall be eligible for benefits under this section.