



TEXAS SOUTHERN UNIVERSITY

Jesse H. Jones School of Business

2024-2025



Graduate Student Scholarships and Fellowships

2024-2025 Scholarship and Fellowship Information

FREQUENTLY ASKED QUESTIONS — continued

If I have a previous semester outstanding balance, may I use my scholarship award to cover that balance?

No; scholarship funds cannot be used to cover a previous semester outstanding balance, nor can they be applied retroactively. Scholarship funds must be used and applied to a student's account in the semester in which they are awarded.

Are JHJ School of Business Scholarships eligible for tuition waivers?

No; JHJ School of Business Scholarships are NOT eligible for tuition waivers.

Why am I required to complete the FAFSA or TASFA form?

All scholarship applicants must complete the Federal Application for Federal Student Aid (FAFSA) form or the Texas Application for State Financial Aid (TASFA) form in order to be considered for a merit-based and/or need-based scholarship at Texas Southern University.

Who should complete the Free Application for Federal Student Aid (FAFSA) form?

Those who should complete the FAFSA form are: U.S. citizens; permanent U.S. residents with an Alien Registration Card (I-551); conditional permanent U.S. residents with Visa (I-551C); eligible non-citizens with an arrival/departure record (I-94), which includes refugees, individuals with asylum granted, parolees (for a minimum of one year), or Cuban-Haitian entrant).

Who should complete the Texas Application for State Financial Aid (TASFA) form?

If none of the FAFSA statuses above apply to you but you are classified as a Texas resident and therefore are eligible to pay the Texas in-state tuition rate, you should complete the TASFA form.

How do I access the Free Application for Federal Student Aid (FAFSA) form?

Apply Online — Filing electronically increases the accuracy of your application, saves mailing time, and reduces the processing time to about two weeks. The electronic version may be submitted online at the U.S. Department of Education – [Complete the FAFSA Form](#). Texas Southern University's institutional code is 003642.

How do I access the Texas Application for State Financial Aid (TASFA) form?

Apply for the TASFA by downloading the form at [College for All Texans](#). The completed and signed TASFA form must be submitted to the TSU Office of Financial Aid for processing. For more information about the TASFA, visit [Enrollment Services-Financial Aid & Scholarships](#).

What is the term of a JHJ School graduate business scholarship award?

JHJ School graduate scholarships are awarded for one academic year (fall and spring semesters) and are not renewable. Therefore, consideration of award for any subsequent semester must be requested, but is contingent upon academic performance, meeting the award eligibility criteria, and the availability of funds.

Will I be purged from classes in the Banner System if my scholarship funds are not posted on the first day of classes?

Yes. It is the recipient's responsibility to pay at least 50% of tuition and fees, apply for and received a deferment, or arrange for installment payments to avoid being purged from the Banner System by the purge date.

How will I receive communication about my JHJ scholarship award?

Scholarship information will be communicated via the recipient's TSU email address and alternate email address on file with the University.

How do I access my TSU student email account?

To access your TSU student email account, please visit <http://www.tsu.edu/>, click *My TSU Web* and login to the current TSU student *My TSU Web* portal. Once you have logged on to your student account, there is an email icon in the upper right hand corner of the screen. There you will be able to send and receive emails from your TSU student email account.

How will I receive my scholarship funds?

Scholarship funds will be posted directly to recipient's TSU student account.

NOTE: No student can exceed their financial aid budget for the year, so any award in excess of the budget will result in the adjustment of other aid, if possible. If no adjustment is possible, the student will not qualify to receive the JHJ School scholarship award. The TSU Office of Financial Aid is the final decision authority for all awards.



GRADUATE FELLOWSHIPS

The Jesse H. Jones School of Business **graduate Fellowship program** provides meaningful work experience and financial assistance to qualified applicants in pursuit of the Master of Business Administration (MBA) or Master of Science in Management Information Systems (MS in MIS) degree. The graduate Fellowship program is open to full-time business graduate students who are either first-time or continuing students.

Graduate Assistant (GA) - GA responsibilities may be administrative in nature, such as performing office assistant tasks or academic in nature, such as assisting faculty members with proctoring and grading, assisting in the lab, or assisting with teaching materials.

Research Assistant (RA) - RA responsibilities include conducting library searches and preparation of research proposals under the close supervision of the faculty person.

Teaching Assistant (TA) - TA responsibilities include serving as lab assistant, tutoring, proctoring exams and labs, providing technical support, record keeping (including attendance), and other miscellaneous projects or duties as assigned.

APPLICATION DUE DATE

June 14

GRADUATE STUDENT
FELLOWSHIPS

AWARD CRITERIA

GRADUATE FELLOWSHIPS			
Fellowship Type	Academic Requirement*	Graduate Admissions Exam Requirement	Stipend Amount
Graduate Assistant (GA)	3.00 — 4.00 OVERALL GPA	GMAT or GRE	Applicable University Approved Amount
Research Assistant (RA)			
Teaching Assistant (TA)			

*Minimum 3.0 cumulative GPA for first-time graduate students.

*Minimum 3.5 cumulative GPA for continuing graduate students.

ELIGIBILITY CRITERIA

- 1) Applicant must meet all requirements for **unconditional** admission to the TSU Graduate School.
- 2) Applicant must be in good standing and enrolled full-time (at least 9 graduate credit hours of business degree related courses) per semester.
- 3) Applicant must be a legal resident of the U.S., have been granted permanent residency, or have a valid visa that does not prohibit educational studies and allows employment as a GA, RA or TA.
- 4) Applicant must have a social security number and work authorization on file with TSU Office of Human Resources before beginning work, if applicable.
- 5) Applicant must not have any other employment at TSU during the time of appointment.
- 6) All applicants must complete the Free Application for Federal Student Aid (FAFSA) form or the Texas Application for State Financial Aid (TASFA) form.

APPLICATION CHECKLIST

- Completed Electronic Application (with ALL attachments)
- Two Letters of Recommendation
- Official Transcript from Last College/University Attended*
(excludes Texas Southern University)
***Official transcripts may be sent electronically from the National Student Clearinghouse, sent electronically or mailed from the Registrar's Office, or hand delivered in a sealed envelope.**
- Resume'
- Headshot Photo (Professional/Business Attire)
- GMAT/GRE — Test score is waived.
- All students must complete a FAFSA or TASFA form.
- All checklist items are required for a complete application.

CONTACT INFO

Physical Address

Office of Graduate Programs
Jesse H. Jones School of Business
Business Building, Suite 118

Hours

Monday – Friday
8:00 a.m. – 5:00 p.m.

Summer Hours

Monday – Friday
8:00 a.m. – 5:00 p.m.

Mailing Address

Office of Graduate Programs
Jesse H. Jones School of Business
Texas Southern University
3100 Cleburne Street
Houston, Texas 77004

QUESTIONS?

Get Answers . . .

Dr. Naveed Haider
Executive Director
Office of Graduate Programs
Jesse H. Jones School of Business
Texas Southern University
Naveed.Haider@tsu.edu
713.313.7309

FREQUENTLY ASKED QUESTIONS

What is the term of a JHJ School graduate Fellowship?

JHJ School graduate Fellowship appointments are for one academic year (fall and spring semesters); however, continuation of the award for any subsequent semester past the first semester of award is contingent upon academic performance, performance as an assistant, meeting the award eligibility criteria, and the availability of funds.

How many work hours are required?

Graduate assistants are required to work a minimum of 20 hours per week, but specific hours of work are arranged between the student and the supervisor.

How is employment handled?

Graduate assistants are required to complete a TSU Human Resources New Hire Packet and authorization for background check form if they have never worked on campus or if they have not worked in over a year.

Are JHJ School graduate Fellowship recipients eligible for an out-of-state tuition waiver?

Yes, JHJ graduate Fellowship recipients are eligible for a tuition waiver.

How will I receive communication about my JHJ School Fellowship award?

Fellowship award information will be communicated via the recipient's email address(es) currently on file with the University..

How do I access my TSU student email account?

To access your TSU student email account, please visit www.tsu.edu, click *My TSU Web* and login to the current TSU student *My TSU Web* portal. Once you have logged on to your student account, there is an email icon in the upper right hand corner of the screen. There you will be able to send and receive emails to your TSU student email account.

Rev05/2024



Jesse H. Jones School of Business
Texas Southern University

**Graduate Scholarship/Assistantship
Letter of Recommendation Form**

Applicant: You must complete the first section of this form and give it to the individual you have asked to submit a letter of recommendation to complete section two (*two letters from professional or academic references are required*). To ensure that this document is added to your file, please indicate your full name and TNumber below:

SECTION I:

TNumber: _____

Name: _____
Last First MI

SECTION II:

Name of Person Submitting Recommendation: _____

Title: _____ **Organization:** _____

The scholarship/assistantship review committee would like your assessment of the above applicant. Please take a few minutes to evaluate the applicant. Your assessment will be strongly considered in the review process.

	Excellent	Very Good	Fair	Poor	Unable to Judge
Leadership Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation to Achieve Educational Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation to Achieve Professional Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How long have you known the applicant? _____

In what capacity? _____

Please provide additional comments: _____

Signature _____

Date _____

Recommender Instructions: Sign recommendation form and insert in an envelope. Sign across the envelope seal and give to the applicant to submit with the application.