



Paul H. Nitze School of Advanced International Studies
Office of Financial Aid

Financial Aid | Named Fellowship Recipient Requirements

Please complete these 3 simple steps:

1. Biography
2. Thank you letter to the donor(s) of your fellowship(s)
3. CV or Resume (optional)

Please submit these items **TO: saisdevelopment@jhu.edu and CC: saisfinaidinfo@jhu.edu.**

All students receiving named fellowships **MUST** submit a short biographic statement in order to receive funds. Please use the sample biography to craft your own. You may also want to include your CV or resume.

Without donor support, SAIS would be unable to award these fellowships. We request that all students who have received named fellowship funds write a brief letter to the donor of the fellowship to thank the donor for their generosity and to express how this fellowship support has impacted you. The donors appreciate knowing that their gifts are making a difference. Below is an outline of a thank you letter to serve as a guide.

The Office of Development and Alumni Relations will coordinate sending the bios and thank you letters to the fellowship donors.

Sample Biography

A 1997 graduate of Stanford University, John earned his undergraduate degree in international relations. His interest in international affairs developed from experiences working and studying in Europe.

During the summer of 2005, he worked for YXZ Company in San Francisco, California. His work consisted of evaluating new acquisition opportunities for the company. Before attending SAIS, his most recent work experience included working for an electronic trading software startup in Paris, France.

Now undertaking his second year of study at SAIS, John is working toward his M.A. in International Relations with a concentration in Strategic Studies. With an excellent academic record as a launching pad, John plans to utilize his experiences at SAIS to pursue a career in international business.

Thank You Letter Outline

Your Name
Your Address
September 1, 2009

Dear [Donor Name],

- I. State your fellowship and describe your experience.
- II. Elaborate on the impact this has had in augmenting your studies and/or future employment prospects.
- III. Thank the donor for his/her support.
- IV. Feel free to share any anecdotes or stories from your experience that you found meaningful.

Sincerely,

YOUR NAME