

In order for your application to be considered when using the McNair Fee Waiver to pay your application fee, you should do the following steps at the indicated time. If you do not, your application fee may not be waived by the deadline date. Consequently, your application will not be in the application dataset that the program exports from the Graduate School's database at the end of the application deadline day. If you are not in that dataset at that time, the program will never be aware of your application and will be unable to consider you for admission.

Here are the steps and times at which you should do them:

- A) **No later than 3 weeks before the application deadline** for the program for which you are applying: Start the Graduate School online application by creating an account. This step is necessary because you must have an application account in order for the fee waiver to be processed.
- B) **On the same day you do step A above:** Contact Justin Gilbert (gilbeju@auburn.edu) or Theresa Morgan (morgatk@auburn.edu) in the Graduate School and explain that you want to use the McNair Application Fee Waiver to pay your application fee. Ask them what documentation you need to send and how exactly they want to receive it (e.g., the specific e-mail address or fax number to be used).
- C) **On the same day you do step A and B above,** contact your McNair Scholar sponsoring institution. Inform them of the specific documentation that you need transmitted to the Graduate School, to whom and how they are to send it (from B above), and the date by which it must be received by the Graduate School (one week before the application deadline date for your program). Get the name and contact info of the person at your sponsoring institution who is responsible for transmitting the information.
- D) Follow up with the sponsoring institution contact person you identified in step C to check on whether and how they have sent the documentation to the Graduate School.
- E) As soon as your contact at the sponsoring institution has transmitted the documentation to the Graduate School, contact either Mr. Gilbert or Ms. Morgan at the Graduate School to confirm that the documentation was received and that your waiver has been processed and applied to your application fee. This must occur no later than 4:00 pm CST on the deadline date for your program in order for your application to be considered.