II. Method of Collection

Electronic applications and electronic forms are required from participants, and the primary methods of submittal are email and Internet transmission of electronic forms. Approximately 1% of the application and reference forms may be mailed.

III. Data

OMB Control Number: 0648–0568.
Form Number: None.
Type of Review: Regular submission.
Affected Public: Individuals or households; business or other for-profit organizations; not-for-profit institutions; State, Local or Tribal Government.
Estimated Number of Respondents: 3,496.
Estimated Time Per Response:
Student tracker database form, 16 hours;
graduate application form, 8 hours;
undergraduate application form, 8 hours;
library forms, 1 hour; voluntary alumni update form, 1 hour.
Estimated Total Annual Burden Hours: 11,316.
Estimated Total Annual Cost to Public: $300.

IV. Request for Comments

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency’s estimate of the burden (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.


Gwellnar Banks,
Management Analyst, Office of the Chief Information Officer.
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