

University at Albany The Honors College

Applying for Nationally Competitive Scholarships: A Guide and Timeline

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Carnegie Junior Fellows Program
Churchill Scholarship
Jack Kent Cooke Scholarship
Marshall Scholarship
Mitchell Scholarship
Rhodes Scholarship
Saint Andrew's Society of the State of New York Scholarship
Truman Scholarship
Udall Scholarship
Woodrow Wilson Indiana Teaching Fellowship

Important Scholarship Contact Information:

For information on applying for the Fulbright Fellowship, please contact **Dr. James Pasquill** at jpasquill@uamail.albany.edu.

For information on applying for the Goldwater Scholarship, please contact **Dr. Alain Kaloyeros** at akaloyeros@uamail.albany.edu.

For information on all other scholarship opportunities listed in this booklet, please contact **Dr. Jeffrey Haugaard** at jhaugaard@uamail.albany.edu or make an appointment at LC 31.

Part I: Introduction and General Information

The scholarships described in this guide can provide generous funding for graduate (or undergraduate) study. In addition, they can provide students who receive them with a large measure of distinction.

Students cannot apply for these scholarships on their own. All of these scholarships require institutional nomination, which means that professors and administrators from UAlbany must work with you on your application and the university must nominate you in order for you to be eligible.

This document is a guide for strengthening your academic profile, understanding the criteria for several nationally competitive scholarships, and applying for these scholarships. The first part of this document contains guidelines and suggestions for assuring that you are a strong candidate for one or more of these scholarships. It also contains a general timeline for completing the nomination process. Although the timeline begins with the first year of college, you can still be a good candidate if you do not start preparing for this process as a freshman. While many of these scholarships require long-term planning, you do not need to have a structured plan from your first semester. Also, please remember that all along this path, from freshman year to senior year, our office is here to help you, to answer questions, and to help you weigh your options.

Only a small number of these scholarships are awarded each year. However, do not let the odds of receiving one of these scholarships deter you from applying. Even if you are not awarded a scholarship, the process of applying can help you improve your writing or interview skills, recognize your strengths and talents, build your long-term academic or career plans, or prepare yourself for applying to graduate school. The application process will also bring you into contact with professors and university administrators who may become important mentors for you. Additionally, even to be nominated or to be a finalist for these scholarships imparts a degree of distinction that sets you apart from your peers.

Please contact us if you have any questions or concerns about applying for these scholarships, or if you would like to talk about a particular scholarship opportunity. We're here to help you!

Issues with which we can help you include:

- Determining which scholarships you should apply for
- Creating a set of experiences that will increase your chance of receiving a scholarship
- Identifying professors who can mentor you during the application process
- Identifying professors and others who can write letters of recommendation for you
- Refining your drafts of application materials, including personal statements, project proposals, and resumes

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs Email: jhaugaard@uamail.albany.edu Phone: (518) 442-9067 Office Location: LC 31	Graduate Assistant to Dr. Jeffrey Haugaard Email: honors@albany.edu Phone: (518) 442-9067 Office Location: LC 31
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Part II: Timelines for Applying for Nationally Competitive Scholarships

During your freshman and sophomore years:

The first part of preparing to apply for these scholarships is to distinguish yourself from your peers. Maintaining a high grade point average (GPA) is essential. Many scholarships expect a 3.7 or higher GPA. However, the administrators of these scholarships do not just look for high grades – they also look for candidates who distinguish themselves in specific ways. The tips below will not only strengthen your profile as a candidate for nationally competitive scholarships, they will also help to prepare you for graduate school, distinguish you in the eyes of employers, and enrich your college experience.

Get to know your professors. Introduce yourself to your professors and talk with them about specific topics in a course, their research interests, current issues important in their field, or other relevant topics. Take two or three courses from a professor who you find interesting. You can also look on academic department websites to find professors' specific research interests that you might share. Creating relationships with professors early can create opportunities for working with them one-on-one. Letters of recommendation from professors will be an important part of your application. The professors writing these letters will need to know you well.

Look at and understand the criteria for the scholarships in which you may be interested. Carefully read the criteria for the scholarships, and think about the ways you might fit the profile of the kind of student to whom they would give a scholarship. Additionally, many of the websites for nationally competitive scholarships include profiles of students who have been granted the scholarship, which can be helpful in determining the kinds of candidates they support. This information may help you decide to apply for certain scholarships or may point you in the direction of which types of activities you should engage in to be a strong candidate for a scholarship.

Demonstrate your interests through your activities. There is no “right” set of activities to pursue, but you should look for ways to demonstrate, through your activities, that you meet the criteria for a scholarship. For example, if you are interested in public service and want to apply for the Truman Scholarship as a junior, you should take on activities as a freshman and sophomore that demonstrate that interest.

Demonstrate leadership. Coordinating activities, starting your own club, or showing initiative, outspokenness, and ingenuity in your activities gives administrators of scholarships evidence of your ability to be a self-starter, to take risks, to take on challenges, to make yourself heard, and to lead others. Being an officer of many clubs or organizations is not sufficient. Rather, it is how you lead while being an officer that matters.

Take challenging courses. When the administrators of scholarships look at your academic work, they do not just look at your grades. They also note the types of courses you have taken. Opting for seminars, writing-intensive courses, and honors courses illustrates your commitment to academic work and shows that you are willing to work hard to excel. Opting for smaller classes also benefits you by giving you an opportunity to get to know your professors better.

Take advantage of special opportunities. Participating in campus opportunities such as the Undergraduate Research Initiative or the Honors Conference not only help to strengthen your academic profile, they also give you an opportunity to get to know professors in your fields of interest better.

During the “applying” years – sophomores, juniors, and seniors:

Most of these scholarships require that your nomination to the national scholarship selection committee be submitted during your senior year (however, the Truman and Udall scholarships are submitted during your junior year, and we will consider them in a separate section (see further below)). The deadline for the nomination by UAlbany is in the fall of your senior year for some scholarships and in the spring of your senior year for others.

UAlbany has to decide as an institution who to nominate for these scholarships. This decision is made by the UAlbany Committee on Nationally Competitive Scholarships. The committee will only nominate students who have very strong applications in all of the areas considered important by the scholarships. UAlbany is limited in the number of students it can nominate for these scholarships. Therefore, the UAlbany Committee on Nationally Competitive Scholarships may have to choose between several highly qualified students.

Since, in many cases, considerable work needs to be done after the decision about whom to nominate is made, you will need to submit your preliminary application to the UAlbany Committee on Nationally Competitive Scholarships about six months before the nomination is due to the national scholarship selection committee. This allows the UAlbany Committee on Nationally Competitive Scholarships time to make its selections and then work with the candidates to polish their applications so that they are more likely to be successful.

Four timelines are described below. Find the scholarship for which you would like to apply and use the timeline to guide your activities during your sophomore, junior, and senior years. If you are interested in the Fulbright Fellowship or Goldwater Scholarship, you will need to follow different timelines. Please contact the appropriate representatives for the Fulbright and Goldwater Scholarships (listed on the front cover of this guide) to obtain the timelines for those scholarships.

Deadlines listed in bold in this timeline are considered final. Extensions will only be granted in extenuating circumstances.

Some deadlines indicate that materials should be submitted the last weekday in a certain month. If the last weekday is during an official break, the deadline is the last working day before the break. Please contact Dr. Jeffrey Haugaard (jhaugaard@uamail.albany.edu, LC 31) if you have any questions about due dates.

Timeline for Churchill, Marshall, Mitchell, and Rhodes Scholarships

Mid-October – By mid-October *of your junior year*, you should identify one or two faculty members who know you well to help you in the application process and provide guidance and support.

Late October – By this time, you should have met with your faculty mentor(s) at least once. When you first meet with them, describe the scholarship you are applying for, its criteria, and what things they might do to help you in this process.

The last Tuesday before Thanksgiving break – Please submit preliminary drafts of your personal statement and resume and submit the name(s) of your faculty mentor(s) to Dr. Jeffrey Haugaard (jhaugaard@uamail.albany.edu, LC 31) by **noon** on this date. Your drafts will be returned to you after the break with general feedback from Dr. Haugaard. Over the next few weeks, you should revise your statement/resume and submit the revised version for review by your faculty mentor(s) by the end of the fall semester.

January – Continue refining your personal statement and resume based on feedback from your faculty mentor(s). You can also submit drafts to Dr. Haugaard for review. During this time, you should also identify faculty

members who know you well and from whom you will be requesting letters of recommendation. Check the instructions for the scholarship to determine how many letters are needed and what the letter writers should know about you. You should also begin drafts of any other required application materials (e.g., essays, project proposals).

Early February – Around this time, you should talk with faculty members to see if they would be willing to write a letter of recommendation for you.

Early March – Early in March, you should approach faculty members for letters of recommendation. You should give each person who will write a letter for you a folder that contains:

- A description of the scholarship, any specific criteria you must meet, and any specific criteria for letters of recommendation (you can print this information from the scholarship website).
- The date that their letter is due to the UAlbany Committee on Nationally Competitive Scholarships.
- Instructions for Letters of Recommendation for Nationally Competitive Scholarships (Part IV of this packet. Copies are also available in LC 31).

Additionally, some professors may ask you to meet and talk with them or give them a copy of your personal statement or resume.

Mid-March – Check in with your letter writers and give them a friendly reminder about the due date for your application. When their letter is completed, they should give it to you in a sealed envelope with their signature across the seal so that you can submit it with your application to the UAlbany Committee on Nationally Competitive Scholarships.

Last weekday in March – This is the last date that your completed application and all letters of recommendation can be submitted to the UAlbany Committee on Nationally Competitive Scholarships. A folder containing all of the required application materials should be submitted in LC 31 by **noon** on this date. See the following scholarship descriptions for a checklist of materials that must be included in your application folder.

April – The UAlbany Committee on Nationally Competitive Scholarships reviews all applications and determines which student(s) to nominate. By the end of April, we will contact you regarding the status of your nomination.

Summer and early fall – If you are chosen as a potential nominee by the UAlbany Committee on Nationally Competitive Scholarships, Dr. Haugaard and your faculty mentor(s) will continue to work with you on fine-tuning your application materials in preparation for submission to the UAlbany Committee on Nationally Competitive Scholarships for final approval by the university.

Early October – Once the UAlbany Committee on Nationally Competitive Scholarships has endorsed you as a nominee, your application materials are submitted to the regional or national scholarship selection committee during your senior year. If you are selected as a regional or national finalist, the committee will help you to prepare for an interview with regional or national representatives of the scholarship selection committee.

Timeline for Truman and Udall Scholarships

Early October – In early October *of your junior year* (your sophomore or junior year, if applying for the Udall Scholarship), you should identify one or two faculty members who know you well to help you in the application process and provide some guidance and support. You should also begin working on a preliminary draft of your personal statement and resume, as well as any other application materials (such as an essay or project proposal).

Mid-October – By the middle of the month, you should have met with your faculty mentor(s) at least once. When you first meet with them, describe the scholarship you are applying for, its criteria, and what things they might do to help you in this process.

The last weekday in October – By this time, you should have finished a preliminary draft of your personal statement and resume and any additional application materials required (e.g., essays, project proposals). Please submit your drafts and the name(s) of your faculty mentor(s) to Dr. Jeffrey Haugaard (jhaugaard@uamail.albany.edu, LC 31) by **noon** on this date. Your drafts will be returned to you within a week with general feedback from Dr. Haugaard. Based on Dr. Haugaard’s feedback, you should revise your statement/resume and submit the revised version for review by your faculty mentor(s) by the following week.

Late October – Around the time that you hand in your drafts, you should also identify faculty members who know you well and from whom you will be requesting letters of recommendation. Check the instructions for the scholarship to determine how many letters are needed and what the letter writers should know about you.

Early November – By early in November, you should approach faculty members for letters of recommendation. You should give each person who will write a letter for you a folder that contains:

- A description of the scholarship, any specific criteria you must meet, and any specific criteria for letters of recommendation (you can print this information from the scholarship website).
- The date that their letter is due to the UAlbany Committee on Nationally Competitive Scholarships.
- Instructions for Letters of Recommendation for Nationally Competitive Scholarships (Part IV of this packet. Copies are also available in LC 31).

Additionally, some professors may ask you to meet and talk with them or give them a copy of your personal statement or resume. Also during early November, based on comments from your faculty mentor(s), continue refining your personal statement and other application materials. You may also submit drafts to Dr. Haugaard for further review.

Mid-November – Check in with your letter writers and give them a friendly reminder about the due date for your application. When their letter is completed, they should give it to you in a sealed envelope with their signature across the seal so that you can submit it with your application to the UAlbany Committee on Nationally Competitive Scholarships.

Last weekday in November – This is the last date that your completed application and all letters of recommendation can be submitted to the UAlbany Committee on Nationally Competitive Scholarships. A folder containing all of the required application materials should be submitted in LC 31 by **noon** on this date. See the following scholarship descriptions for a checklist of materials that must be included in your application folder. By the end of the fall semester, we will contact you regarding the status of your nomination.

December – The UAlbany Committee on Nationally Competitive Scholarships reviews all applications and determines which student(s) to nominate. By early January, we will contact you regarding the status of your nomination.

January – If you are chosen as a potential nominee by the UAlbany Committee on Nationally Competitive Scholarships, Dr. Haugaard and your faculty mentor(s) will continue to work with you on fine-tuning your application materials in preparation for submission to the UAlbany Committee on Nationally Competitive Scholarships for final approval by the university.

February/March – Once the UAlbany Committee on Nationally Competitive Scholarships has endorsed you as a nominee, your application materials are submitted to the regional or national scholarship selection committee.

Timeline for Carnegie Junior Fellowship, Jack Kent Cooke Scholarship, and Saint Andrew’s Society of the State of New York Scholarship

Early October – In early October *of your senior year*, you should identify one or two faculty members who know you well to help you in the application process and provide some guidance and support. You should also begin working on a preliminary draft of your personal statement and resume, as well as any other application materials (such as an essay or project proposal).

Mid-October – By the middle of the month, you should have met with your faculty mentor(s) at least once. When you first meet with them, describe the scholarship you are applying for, its criteria, and what things they might do to help you in this process.

The last weekday in October – By this time, you should have finished a preliminary draft of your personal statement and resume and any additional application materials required (e.g., essays, project proposals). Please submit your drafts and the name(s) of your faculty mentor(s) to Dr. Jeffrey Haugaard (jhaugaard@uamail.albany.edu, LC 31) by **noon** on this date. Your drafts will be returned to you within a week with general feedback from Dr. Haugaard. Based on Dr. Haugaard's feedback, you should revise your statement/resume and submit the revised version for review by your faculty mentor(s) by the following week.

Late October – Around the time that you hand in your drafts, you should also identify faculty members who know you well and from whom you will be requesting letters of recommendation. Check the instructions for the scholarship to determine how many letters are needed and what the letter writers should know about you.

Early November – By early in November, you should approach faculty members for letters of recommendation. You should give each person who will write a letter for you a folder that contains:

- A description of the scholarship, any specific criteria you must meet, and any specific criteria for letters of recommendation (you can print this information from the scholarship website).
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Additionally, some professors may ask you to meet and talk with them or give them a copy of your personal statement or resume. Also during early November, based on comments from your faculty mentor(s), continue refining your personal statement and other application materials. You may also submit drafts to Dr. Haugaard for further review.

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Last weekday in November – This is the last date that your completed application and all letters of recommendation can be submitted to the UAlbany Committee on Nationally Competitive Scholarships. A folder containing all of the required application materials should be submitted in LC 31 by **noon** on this date. See the following scholarship descriptions for a checklist of materials that must be included in your application folder. By the end of the fall semester, we will contact you regarding the status of your nomination and let you know of any last-minute revisions of application materials that are necessary.

December – The UAlbany Committee on Nationally Competitive Scholarships reviews all applications and determines which student(s) to nominate. We will contact you regarding the status of your nomination.

December/January/March – Once the UAlbany Committee on Nationally Competitive Scholarships has endorsed you as a nominee, your application materials are submitted to the regional or national scholarship selection committee.

Part III: Suggestions and Recommendations for Scholarship Application

Things to Consider Before Applying for Fellowships

(From WPI fellowship and scholarship advice: <http://www.wpi.edu/Academics/FS/essays.html>)

The fellowship application process involves

- Building relationships
- Making connections
- Dreaming about the future

Building relationships

Begin by building relationships with faculty, other students, and the wider community on-campus and beyond. Form a good relationship with your faculty advisor, your professors in courses, work supervisors or other mentors, and seek their advice often. Volunteer with organizations, on campus and off, and take an active role. Display your initiative and leadership in service to others. Consider coaching kids or becoming a tutor to help with math or writing skills. Plan an overseas study experience at a Project Center to broaden your cultural awareness or improve your foreign language proficiency. Use your summers creatively, to learn research skills, master a foreign language, or perform community service. Devise imaginative ways to bring different aspects of your life together -- perhaps by finding a community service project that requires you to apply skills you have learned in classes, or by doing an off-campus project related to your interests. In your academic and extra-curricular activities, you will build relationships with many other people. The relationships that will make you a strong scholarship candidate are also the same relationships that will enrich your time at WPI and your life after graduation.

Perhaps the most important relationship to cultivate is with faculty. To make the most of college, you need to get to know people who can provide information and wisdom, candid appraisal as well as encouragement, and who are able to sing your praises in letters of recommendation. Faculty mentors can do all these things -- but you cannot expect them to track you down in your dorm room and hope that they get to know you. Most often, faculty are waiting for you to take the initiative. So, even if faculty members in your field of interest seem too busy or remote at first, take advantage of their office hours to get advice on a class assignment, or an internship, or foreign study, or any other topic that might help you to form a relationship and give evidence that you wish to make the most of your WPI education. And keep in touch with them. If you had terrific teachers in your first-year courses, continue to seek their guidance when you are a sophomore and a junior. Work closely with the advisors of your humanities and arts project, interdisciplinary project, and major project. Most fellowship applications require detailed letters of recommendation from three or more faculty members. If you build mentoring relationships with faculty as you go through WPI, it will be easy to meet this requirement. And along the way, you will have enriched your education and formed relationships that you will treasure long afterward.

Making connections

Self-reflection is the first step in the application process. Ask yourself, "What am I looking for?" and "What do I want to do?", and think about your answers in ideal terms. "What is the connection between my academic work and my interests outside of classes?" Such questions are fundamental yet too often forgotten. Perhaps you already have found your life's passion, but if you are like most people, you are taking the courses and projects that you like, in a major that you hope will help you to find a good job, and thinking vaguely about a career that will bring you wealth and happiness. So, ask yourself questions like these:

- When have I been so immersed in what I was doing that time seemed to vanish?
- What errors or regrets have taught me something about myself?

- To what extent do my current commitments reflect my most strongly held values?
- Under what conditions do I do my best, most creative work?
- What really makes me angry?
- To what extent am I a typical product of my generation and/or culture? How might I deviate from the norm?
- What ideas, books, courses, events have had a profound impact on me? How so?

(Taken from From a Faculty Representative: The Truman and Marshall Scholarship Processes As Educational Experiences, by Cheryl Foster, Ph.D., Associate Professor of Philosophy and Scholarships Coordinator at the University of Rhode Island)

Personal essays addressing such open-ended questions are almost invariably required in fellowship applications. In essence, you present a selective life history and life plan. It is hard work, but it can also be a rewarding and intensely satisfying process. For what may be the first time in your life, you will be asked to put your deepest convictions into words, to step outside yourself, to think about where you came from, where you are standing now, and what your ultimate destination might be. You will be challenged to justify yourself by making connections between your academic and other interests. Simply put, who are you, and who do you want to be?

Dreaming about the future

As you look ahead, you will discover that there are many options available as pathways to your future. For some students, it may be appropriate to go directly into the work world. For others, graduate school may be the next appropriate and even necessary step. For still others, there is the lure of travel and exposure to environments different from and more exotic than Worcester. Postgraduate fellowships can be an exciting aspect of any of these directions. Dreaming about your future will help you to identify the fellowships that are appropriate for your personal goals and professional interests.

Take the time to prepare well. The benefit you receive from the fellowship application process will be directly related to the amount of care you invest in it. Take the time to give thoughtful consideration to your ideas, to do all necessary research and exploration, to consult with advisors poised to help you, and to prepare your application materials carefully and sensibly. In general, start early and do not underestimate the amount of time needed to complete an application. Most of the deadlines for the best-known fellowships come hot on each others' heels in September and October. Unless you get started during the preceding spring or summer, you may be too hurried to do yourself justice.

Represent yourself honestly, both on paper and in person, to ensure that you will get the most out of the application process. Selection committees will pay great attention to your sincerity and enthusiasm, and intelligent, honest proposals are universally more successful than those concocted to meet preconceptions about what a committee wants to see. The sincerity and tone of everything you submit must ring true with the person a committee would meet should they grant you an interview.

Understand and adhere to each competition's rules. Unlike some experiences in college, the fellowship application process is very much a part of the real world and is driven by the requirements of outside agencies. In essence, this means that you are not setting your own rules or pace: you must adhere strictly and faithfully to pre-existing standards and expectations. This guideline applies to everything from deadlines, to essay word limits, to submission of extra materials. You are ultimately responsible for every aspect of the materials you submit.

Remember the odds but consider the benefits. The application process is often complicated to the point where excellent applicants become discouraged, and the selection process may seem to be capricious. Because so many aspects of fellowship competition are unpredictable, even the best candidates may not receive awards. Nevertheless, the potential rewards are substantial. Most fellowships are worth from five-thousand to thirty-five

thousand dollars, and the educational value of study at distinguished foreign and domestic universities is often beyond price. Even students who do not win awards (which, let's admit it, includes the overwhelming majority of applicants) report that their applications for graduate school or employment were much stronger as a result of the time and effort they put into applying for fellowships. Most importantly, fellowship applicants consider the application process a major catalyst for self-discovery and personal growth. You will identify the issues that matter most to you, weigh what you want your life to count for, and determine concrete steps toward achieving those ends. And that is precisely what a college education should do.

Writing Scholarship Essays

(From Arts and Sciences College of Kansas State University: <http://www.k-state.edu/artsci/scholarship/essay.shtml>)

Writing Scholarship Essays

Good personal statements are vital. But they are tough to write. Here are three ideas to help you keep the task in perspective:

- Space constraints are often frustrating ... but your competitors face them too.
- A good personal essay comes in handy. You can rework it for many settings.
- Many students find that writing the personal statement helps them clarify who they are and where they are going. This is inherently good.

In A Nutshell

Most good personal statements share **three core elements**. You need to:

1. Share your goals. People are looking to invest in your potential so they need to know your plan. They need to know that you have a sense of purpose.
2. Connect your goals to the opportunity for which you are applying. Demonstrate the synergy between their goals and yours.
3. Share your story. The reader needs to know:
 - a. How life experience has formed and shaped your goals... to see your commitment.
 - b. How you have pursued and prepared for those goals thus far... to see your potential.

Good Storytelling

Good museums arrange interesting artifacts and/or exhibits into a coherent floor plan. And history unfolds as the visitor walks through. Personal statements aim for the same thing. You need to present **telling details** about your life in a logical **narrative** order.

Telling Details

You should not rehash your resume. Strive to make you and your life experience vivid in ways that complement the resume instead. Provide details that reveal important things about you:

1. What has led you to embrace your future goals
2. What makes you care about those goals right now
3. What personal traits you possess
4. What items on your resume and transcript actually mean
5. Why you are ready for the opportunity at hand
6. What personal challenges you have faced
7. What has shaped your identity and outlook

Narrative Order

Organize those telling details to help you articulate the core elements sketched above. Develop a logical narrative thread that will tie the paragraphs together. Several samples to illustrate:

Sample One

1. I hope to do X in my career
2. A was my first encounter with X
3. B and C confirmed my desire to work in X
4. I believe your opportunity will help me accomplish X because...
5. I feel that D and E have prepared me for this opportunity

Sample Two

1. I experience A recently
2. It changed my mind about career X
3. It got me thinking about career Y
4. B and C confirmed that Y was right for me
5. D and E will prove valuable even though they were related to X
6. Your opportunity is the right next step because...

How to Generate Detail

Anecdotes help you share telling details. They are specific slices of personal experience that help the reader get a mental picture of you in your world. And they make the essay more memorable and more fun to read. Here are five examples to illustrate:

Bad	Bland	Better
I interned in DC.	I learned a lot about government working in DC last summer.	We stayed far into the night, drinking coffee every half hour and scouring budget amendments. I began to see how much the Senate needs youth.
My family was a big influence on me.	I saw how hard my family worked to ensure that I did well in school.	My mom used to pass out math worksheets to keep me occupied on the long drive to see Grandma. And then grandma would grade them!
I have integrity.	I tried to discourage cheating when I worked as a tutor.	When I tutored in Geography, I noticed that a student was drawing a map on his hand before a test. I confronted him about it . . .
I changed my mind about being PreVet.	I did not like working at the animal clinic and dropped PreVet.	After having to euthanize a healthy beagle, per the wishes of its callous owner, I decided I could never run a veterinary clinic.
I really grew from my time abroad.	I became more independent by living alone in Hungary.	I knew my time in Budapest had changed me when I found myself helping Americans navigate the Munich subway during a weekend trip.

Note that the *Better* column presents scenes you could film. Good anecdotes help the reader see something in their head when they read.

Drafting

So you know what to do. How do you get the pen moving or the keyboard rattling? A few ideas:

1. Scribble down a list of things that readers might be interested in.
 - a. How do you spend your time?
 - b. What accomplishments are you proud of?
 - c. When did you display your best personal traits?
 - d. What are your most interesting life experiences? Your most powerful memories?
2. Use the writing process as a vehicle for discovery.
 - a. You might try outlining the points you intend to make/ anecdotes you might present
 - b. Try banging out whatever pops into your head for thirty minutes and then return later to see what seems promising.
3. Consider the stories behind your resume.
 - a. What do items on your resume mean to you?
 - b. What have you learned from them?
 - c. Jot down these insights and consider how they might build into anecdotes that will bring your record to life.

Cutting and Polishing

Good writing is a recursive process that requires revision and careful editing.

- Try not to fall madly in love with your first draft. It is probably not very good.
- Set your draft aside if time permits. Read it later with fresh eyes.
- Get input from critical readers. “Looks good” is not actually helpful feedback.
- Sweat over the editing. Worry about word choice and word economy (as well as grammar and spelling) once you are happy with the content overall.

Definition of a Personal Statement

Mary Hale Tolar

Deputy Executive Secretary, Truman Scholarship Foundation

(Mary Tolar is a 1988 Truman Scholar and 1990 Rhodes Scholar; served as scholarships advisor at four institutions, and has served on national selection committees for Truman and Rhodes Scholarships. She has helped over sixty students win national scholarships.)

If you are applying for nationally competitive scholarships, for graduate school, or for a number of post-graduate service or employment opportunities, you have seen the vaguely phrased request; in one form or another, it comes down to "tell us something about yourself."

The Rhodes and Marshall competitions require a 1000-word personal essay: the Fulbright, a "curriculum vita." You are asked to share your "academic and other interests." A clearer charge might be: compose an essay that reveals who you are, what you care about, and what you intend to do in this life. Tell this story in a compelling manner, and do so in less than a thousand words. What's so hard about that? Simply make sense of your life (right.) But what does that mean? What will it look like?

Because personal statements are personal, there is no one type or style of writing that is set out as a model. That can be liberating; it can also be maddening. But while every personal statement is unique in style, its purpose is the same.

A personal statement is your introduction to a selection committee. It determines whether you are invited to interview; and if selected as a finalist, interview questions will be based on this material.

It is the heart of your application.

A personal statement is:

- **A picture.** Your personal essay should produce a picture of you as a person, a student, a potential scholarship winner, and (looking into the future) a former scholarship recipient.
- **An invitation.** The reader must be invited to get to know you, personally. Bridge the assumed distance of strangers. Make your reader welcome.
- **An indication of your priorities and judgment.** What you choose to say in your statement tells the committee what your priorities are. What you say, and how you say it, is crucial.
- **A story, or more precisely, your story.** Everyone has a story to tell, but we are not all natural storytellers. If you are like most people, your life lacks inherent drama. This is when serious self-reflection, conversation with friends, family, and mentors, and permission to be creative come in handy.

A personal statement is *not*:

- **An academic paper with you as the subject.** The papers you write for class are typically designed to interpret data, reflect research, analyze events or readings--all at some distance. We are taught to eliminate the "I" from our academic writing. In a personal statement your goal is to close the distance between you and the reader. You must engage on a different, more personal level than you have been trained to in college.
- **A resume in narrative form.** An essay that reads like a resume of accomplishments and goals tells the reader nothing that they could not glean from the rest of the application. It reveals little about the candidate, and is a wasted opportunity.

- **A journal entry.** While you may well draw on experiences or observations captured in your personal journal, your essay should not read like a diary. Share what is relevant, using these experiences to give a helpful context for your story. And include only what you are comfortable sharing--be prepared to discuss at an interview what you include.
- **A plea or justification for the scholarship.** This is not an invitation to "make your case." Defending an assertion that you are more deserving of the scholarship than other candidates is a wasted effort--you've likely just accomplished the opposite.

Most importantly, a personal statement is **authentic**. Don't make the mistake of trying to guess what the committee is looking for, and don't write what you think they want to hear. They want to know you.

So, what must you include in the personal statement? An effective personal statement will answer the following questions:

- Who am I?
- Who do I want to be?
- What kind of contribution do I want to make, and how?
- Why does it make sense for me to study at Oxford (or York, LSE, Cambridge, Sussex)?

For the Rhodes, you will want to include a proposal of study, one or two paragraphs devoted to why Oxford makes sense for you. (For the Marshall and Fulbright, your "proposed academic programme" is presented separately.) Why is this the right place and program? Is it consistent with your studies and activities to date? Draw connections.

Remember the goal: grab the readers' interest, and make them want to meet you for an interview. Get a sense of the experiences and dreams you wish to share, then examine them for a helpful means of making sense of it all. You will find your story; and if you share it honestly, you will have written a personal statement.

Finally, know that writing a personal essay is hard and will take many drafts and much reflection. Don't wait until you have it right to share it with others; their input will likely make it stronger, clearer, and tighter. Don't put it off until you have it right . . . just write!

Personal Statements and Essays

(From WPI fellowship and scholarship advice: <http://www.wpi.edu/Academics/FS/essays.html>)

Every fellowship or graduate school application requires a statement that asks, in one way or another, for the candidate to describe their academic or other interests. This personal statement is your introduction to the selection committee. An outstanding personal statement will not win you a scholarship, but a poorly prepared one can deny you the chance to be considered as a finalist.

Because personal statements are personal, there is not one format or approach that will work well for everyone. They are also short -- 1,000 words or less -- so you should identify the three or four most important points that you want to develop. Other parts of your application (including letters of recommendation) can present other important information. Use your personal statement to say what only you can say because it is what is most important to you.

The essay is an exercise in self-reflection. To do this well requires many drafts, revisions, and false starts. Think about the questions posed in making connections. Make an inventory of everything you have done as an undergraduate. Selected parts of this inventory will be featured in the essay eventually, but try to be inclusive at first. Read the advice on starting the writing process, and start to write before you are ready. Try to schedule short appointments with yourself just to generate ideas and to write.

Be honest with yourself. Do not try to guess what the committee wants to read. Consider your audience to be intelligent non-specialists for fellowship competitions, or to be professors in your field for graduate school essays. Remember that your essay is a writing sample. The essay will be read for indications of clear, well-organized thinking and effective communication. Personal statements are often read quickly and in bulk, so make yours a pleasure to read.

Grab the readers' attention right away by taking them into the heart of your discussion. Maintain focus with a consistent story line. Consider using one or two anecdotes that can help you focus and give a human face to your discussion. Provide a compelling snapshot of who you are and what contributions you want to make. Indicate what your priorities are and the kind of passion you bring to your work.

The academic proposal required by some competitions and by graduate schools has a similar purpose but a more defined focus. Common elements include a description of your course of study or project, and why you have chosen this particular institution, country, or setting. You should provide evidence that you are qualified to undertake the program you propose, and that it is consistent with your long-range plans. For study abroad project proposals, if possible provide evidence of cooperation of the host institution or individuals with whom you propose to work. For graduate schools admissions essays, discern what is being asked for in each essay and keep the focus on that: speak mainly about your research interests if that is what they are asking you to address. For a plan of research essay, devote considerable effort to your "methods" as you need to demonstrate you have a plan, not just a good idea.

Starting the Writing Process

(From WPI fellowship and scholarship advice: <http://www.wpi.edu/Academics/FS/essays.html>)

Starting an application essay is perhaps the hardest point in the entire process. Few people write about themselves with great confidence. Some students miss the opportunity to benefit from a fellowship application or even from graduate school because they never get over the initial reluctance to start the essay. Where do you begin?

Start before you are ready. Think about the questions in Making Connections. Ask yourself, who am I, and who do I want to be? Create a folder for random notes for your personal statement or application essay. Be ready to jot down ideas at any time. Make an inventory of everything you have done as an undergraduate. Selected parts of this inventory will be featured in the essay eventually, but try to be inclusive at first.

Try scheduling short appointments with yourself to generate ideas and to write. These could be for 30 minutes, or an hour, several days a week. If you can make it to practice, rehearsal, meetings, classes, or work, then you can schedule these short blocks of time for yourself, just to reflect and to write.

Avoid binges in which you attempt to write a polished essay at one sitting before a deadline or meeting with an advisor. Allow yourself enough time to go through the entire process of writing and revision. After re-reading the essay prompts and the Definition of a Personal Statement, consider these techniques for generating, organizing, and drafting the essay.

Generating Content

To start, try to generate ideas and simply get things down on paper. Many people find it helps to try brainstorming, free writing, or clustering:

1) Brainstorming:

Brainstorming means coming up with ideas of how to approach a topic. Set a time limit and write down in list form every word or phrase that comes to you about the essay topic. Make a list of things you have done or aspects of your topic. When you are finished, look over the list and look for patterns, clusters of interesting ideas, or one central idea.

2) Free writing:

Once you have some ideas, set a time limit and write about each one without stopping. When the time is up, look at what you have written. Look over your writing and determine which idea seems most significant. Much of your writing will be irrelevant or even nonsensical, but you may find important insights and ideas with which to work.

3) Clustering:

Clustering is a way to generate ideas using a visual scheme or chart. It is useful for understanding the relationships among the parts of a broad topic and for developing sub-topics.

- Write down your topic in the middle of a blank piece of paper and circle it.
- In a ring around the topic circle, write down what you see as the main parts of the topic and circle each one.
- In a ring around the main parts, write down examples, facts or details.

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- Keep clustering until you list everything you want to say. Clustering should enable you to tell if you need to do more research on your topic.

Organizing Material

As you come up with information for your essay, you will need to think about how to organize it. The most efficient way to organize your ideas is through a series of outlines.

- Once you know the basic content of your essay, write a list of the main points you want to make. Organize the list. Try to make each point flow from the previous point and link to the next point. Sometimes, an abrupt transition may be appropriate.
- When you have an organized list of main points, fill in the supporting information for each one.

- Once you have a general sense of the organization that the essay will follow, write a detailed formal outline. A formal outline will allow you to see exactly how the parts of the essay fit together. Also, you will be able to tell if you need to do more research for a particular point.

Drafting the Essay

After you develop an outline, write a rough draft of the essay. If you get stuck, make a new outline. When you have written a draft, put it away for a few days and then review it again. Leave yourself plenty of time to revise and edit.

Revising:

Revising and editing are not the same. Revision means literally “to look again” at something. Take a fresh look at the organization of your points, how well they are developed, and how persuasive the essay is. Ask yourself questions like these:

- Do I clearly express myself? Does the essay convey my purpose?
- Do I take a stance on the issue I am addressing?
- Is the essay appropriate for an audience of application evaluators?

Be willing to experiment with completely different versions. You will know when a paragraph or section begins to gel.

Editing:

Once you have revised your essay, edit it. Editing entails fine-tuning your prose and checking your grammar, punctuation, tone, spelling and formatting.

Get an Outside Opinion

Once you have revised and edited your essay, you may be too tired of it to evaluate its effectiveness. At this point, it is a good idea to have other people read over the essay.

- Ask at least one a peer (a friend or a tutor at the writing center) and one expert in your field to respond to it. You may want to ask an academic advisor, professor, work supervisor, or scholarship advisor.
- Remember that asking someone to read your essay is a favor. If someone agrees to read it, he or she will appreciate it if the essay is as polished as you can make it.

Be prepared to revise the essay again based on the feedback that you receive. If you get stuck at an earlier stage in the process, talk to other people. “Outside opinions” can help at any time.

Getting Started....

Mary Hale Tolar

Deputy Executive Secretary, Truman Scholarship Foundation

The personal statement comes from inside you, passionate and gutsy. Its composition is organic, a natural growth dictated by an obscure, internal logic. You don't "make it up"; instead you listen. You "get it down."

First, you must trick your brain into letting you play. It wants everything nice and tidy, arranged in neat, labeled cubbyholes. Your artist brain is messy; like playing with finger paints. Lull your logic brain to sleep:

Engage in mindless, repetitive activity. Turn off the TV and stereo; go for a run, do dishes, dig holes. Do anything that keeps you busy but allows your mind to wander. Be sure to keep a micro cassette recorder handy! Ideas may come thick and fast.

Begin writing as soon as you wake up in the morning. Don't shower, don't eat (OK, you can have coffee), just turn on the computer. So you're not fully awake; that's good. Neither is your logic brain. Now do this everyday. Well, maybe not every single day; make appointments with yourself. You won't have brilliant ideas each time. Some days you sit and stare at the computer screen. Nothing happens. You develop imaginary rashes that need immediate medical attention. You suddenly remember a test you should be studying for. But you sit there; you focus; eventually, an idea bubbles to the surface. You start writing.

(From Getting Creative with the Truman Personal Statements, written by Jane Curlin, Ph.D.; Director of Student Academic Grants & Awards, Willamette University; writer and consultant.)

Part IV:

Instructions for Letters of Recommendation for Nationally Competitive Scholarships

A variety of thoughts about writing letters of recommendation for students applying for nationally competitive scholarships (suggestions come from Ray Raymond, Mort Schoolman, and Mary Tolar).

Selection committees for most scholarships look for an outstanding record of creative and original leadership. Being elected President of Student Government, the student member of the Board of Trustees or editor of the campus newspaper is no longer enough. All selection committees - but especially Rhodes/Marshall selection committees - expect to see proof that the student actually accomplished something significant; that their own creativity, drive and determination made a decisive difference.

All scholarship programs want to see selflessness. Rhodes, Marshall, Truman, and Fulbright look for people with strong records of community service and a deep commitment to bettering the lives of those less fortunate than themselves.

All exceptional scholarship candidates, but especially Rhodes and Marshall finalists, have that special star quality: that rare combination of intellectual brilliance, academic and personal discipline, grace, humility and maturity. They also have a clear vision of their futures with well-defined goals and realistic plans to achieve them with clarity, vigor, and enthusiasm.

Rhodes and Marshall value star quality, academic excellence, creative and original leadership, personal integrity, selflessness, and thorough preparation for the proposed program of study in the UK.

Letters of recommendation should be written by experienced faculty members who know the student well and who can give selection committees as much detailed information as possible. To begin with, faculty members writing letters should ask themselves why the student stands out, why they respect him or her so much. They should give concrete examples to illustrate their arguments about the student's brilliance. Draw upon or quote excerpts from the student's papers, from other original research, or from incisive class interventions. In short, faculty members should use the letter of recommendation as an opportunity give the selection committees deeper insights into the candidate's qualities and potential that the selection committee could not uncover for itself. Faculty letters should not merely duplicate aspects of the student's application.

A glowing letter is necessary but not sufficient. A letter of the sort written for a promising graduate student is not appropriate. In order to write a proper letter, you must know the candidate's work and should be acquainted with him or her personally. Specifically,

- you must be acquainted with his or her scholarship;
- you must have an appreciation of how the candidate would come through in an interview situation;
- you should speak to the relevance of the student's record to the scholarship;
- your letter should be targeted to specific scholarships (Rhodes and Marshall scholarships have websites you can consult to learn about the type of work/individual the scholarships are intended to support).
- letters should be about 2 single-spaced pages.
- One or more candid conversations with the student may be helpful in preparing a letter of recommendation. If it would be helpful, ask the student about his or her characteristics that make him or her a good candidate for a scholarship. You may also ask the student to return papers or other projects that he or she has completed to you.

Please contact Dr. Jeffrey Haugaard (jhaugaard@uamail.albany.edu, 442-5332) if you have any questions about the letter-writing process for nationally competitive scholarships.

Part V: Frequently Asked Questions

Can I apply for more than one scholarship at a time?

Absolutely. So long as you meet the criteria for the scholarships, you may apply for as many as you like. Keep in mind that some scholarships may stipulate that you cannot receive other scholarships simultaneously. Take a look at the policies listed on the websites of the scholarships that you are interested in for more information as you begin the application process.

I am interested in applying for two scholarships. It seems as though both of them require some of the same application materials – letters of recommendation, transcripts, resume, etc. Should I hand in two complete, separate application packets, or is it permissible to hand in only one set of information for the parts that they have in common?

For the purposes of evaluating you for nomination, the UAlbany Committee on Nationally Competitive Scholarships only needs to have one copy of your transcript or resume. Regarding letters of recommendation, it is acceptable in most cases to solicit one set of letters from faculty for the purposes of nomination. As a general guideline, it is sufficient, during the nomination process, to have faculty write letters for the scholarship of the two that has the most specific requirements. Consult the scholarship websites regarding any specific requirements for the letters of recommendation. Say, for example, that you're applying for Rhodes and Marshall Scholarships. The Rhodes letters must be tailored to how you fit specific criteria, whereas the Marshall letters do not have such specific criteria. Having faculty members write a letter for Rhodes would be sufficient for both. If the UAlbany Committee on Nationally Competitive Scholarships decides to endorse you as a nominee for one or both of the scholarships, your letter writers will be asked to revise their letters accordingly.

If I am not awarded a scholarship in one year, can I try again the next year?

Some nationally competitive scholarships, such as the Udall Scholarship, allow students to reapply in subsequent years while still an undergraduate. Some scholarships for graduate study allow for applications a year or more after graduation. Read the policies listed on the website of the scholarship in which you are interested to determine their regulations regarding reapplying.

I am currently a senior. I am not planning on going to graduate school right away, so I am not sure if I want to apply for a scholarship now. Can I apply after I graduate?

Some scholarships allow you to apply within one year of graduating or even a few years after graduating. Be sure to check the details on the websites of scholarships you are interested in. Our office will continue to work with you, if you like, after you graduate.

Part VI: Requirements and Checklists for Nationally Competitive Scholarships

Carnegie Junior Fellows Program

The purpose of the scholarship:

The Carnegie Endowment offers one-year fellowships to graduating seniors to work as research assistants to the Endowment's senior associates following graduation. Positions are paid, full-time positions. Junior Fellows are currently paid \$2,750 per month (\$33,000 a year) and receive a full benefits package. Junior Fellows provide research assistance to Associates working on the Carnegie Endowment's projects such as non-proliferation, democracy building, trade, China-related issues, South Asian issues and Russian/Eurasian studies. Junior Fellows have the opportunity to conduct research for books, co-author journal articles and policy papers, participate in meetings with high-level officials, contribute to congressional testimony and organize briefings attended by scholars, activists, journalists and government officials.

For more information please visit: <http://www.distinguishedscholarships.unc.edu/scholarships/carnegie.html>

Who can apply?

Students begin the application process during the fall semester of their senior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted before the spring semester of the student's senior year. Applicants must be eligible to work in the United States. Candidates should have a strong background in international affairs, political science, economics, history, or Russian studies.

Where do I get an application?

You can get a copy of the application and current projects (available mid-October) from LC 31.

When do I need to hand in my application materials?

Your initial application is due in LC 31 the last weekday in November of your senior year, at noon.

Remember, applying for the Carnegie Junior Fellows Program requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The Carnegie Junior Fellows Program does not accept applications without a nomination. Also, please remember that submitting an application does not guarantee you will be nominated.

To be submitted to the UAlbany Committee on Nationally Competitive Scholarships:

- ❑ Application form.
- ❑ A current resume.
- ❑ A short essay describing why you want to be a Carnegie Junior Fellow and which project you are interested in (no more than one double-spaced page).
- ❑ A short topical essay of no more than three double-spaced pages. Please email us for the current list of essay topics.
- ❑ A copy of your transcript (does not need to be official).
- ❑ Two letters of recommendation from faculty members, at least one of which must be from a professor in your major. The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials. Letter writers should retain the original copy of the letter. If you are nominated, they will be asked to review their letter and submit it to the national selection committee.

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs

University at Albany
1400 Washington Avenue, LC 31
Albany, NY 12222
Attn: UAlbany Committee on Nationally Competitive Scholarships

Churchill Scholarship

The purpose of the scholarship:

The Winston Churchill Foundation offers scholarships for graduate study in engineering, mathematics, or science at Churchill College, University of Cambridge, in England. The scholarship provides all tuition and fees and a living allowance of up to £10,000 if enrolled in a nine-month academic program and £12,000 if enrolled in a full-year academic program.

Who can apply?

Students begin the application process during their junior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted during the fall semester of the student's senior year. Applicants must be U.S. citizens between the ages of 19 and 26.

The criteria for the selection of Churchill Scholars include the following:

- Exceptional academic achievement in all disciplines, but especially in the major, as indicated by course grades (previous Scholars have had a grade point average of at least 3.7).
- A capacity to contribute to the advancement of knowledge in the sciences, engineering, or mathematics by pursuing original, creative work at an advanced level as demonstrated by awards and prizes and by letters of reference.
- Applicants in the sciences and engineering will show extensive laboratory experience, internships, or other related work, while applicants in mathematics will show substantial independent work or other projects.
- Scores on the Graduate Record Examinations. (Please note that the GRE Subject Test is no longer required.
- Outstanding personal qualities.

For more information please visit: <http://www.winstonchurchillfoundation.org/Scholarships.html>

Where do I get an application?

Application forms are available at the Churchill Scholarship website (www.winstonchurchillfoundation.org). You must also submit a University of Cambridge Application Form. These are available online at <http://www.admin.cam.ac.uk/offices/gradstud/admissions/forms>.

When do I need to hand in my application materials?

Your initial application is due in LC 31 the last weekday in March of your junior year, at noon.

Remember, applying for the Churchill Scholarship requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The Churchill Foundation does not accept applications without a nomination. Also, please remember that submitting an application does not guarantee you will be nominated.

To be submitted to the UAlbany Committee on Nationally Competitive Scholarships:

- ❑ A University of Cambridge application form.
- ❑ One signed copy of the Churchill Foundation application form.
- ❑ One transcript from each institution you have attended (does not need to be official).
- ❑ Four letters of reference. The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials. Letter writers should retain the original copy of the letter. If you are nominated, they will be asked to review their letter and submit it to the national selection committee.

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs
 University at Albany
 1400 Washington Avenue, LC 31
 Albany, NY 12222
 Attn: UAlbany Committee on Nationally Competitive Scholarships

Jack Kent Cooke Scholarship

The purpose of the scholarship:

Jack Kent Cooke Scholarships support students with significant financial need in the pursuit of graduate or professional degrees in any subject. Each award covers a portion of educational expenses, including tuition, living expenses, required fees, and books for the graduate degree chosen. The amount and duration of awards vary by student based on the cost of attendance and the length of the graduate program as well as other scholarships or grants received. The maximum available per student per year of study is \$50,000 and the maximum length is six years.

Who can apply?

Students begin the application process during the fall semester of their senior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted directly to the Jack Kent Cooke Foundation during the spring semester of the student's senior year. You must have a cumulative GPA of 3.5 or better and demonstrate significant financial need. You also must be accepted into a full-time graduate degree program to begin your first graduate or professional degree program in the subsequent fall semester.

For more information please visit: <http://www.jkcf.org/scholarships/graduate-scholarships/>

Where do I get an application?

All application materials are on the Jack Kent Cooke Scholarship website (www.jackkentcookefoundation.org).

When do I need to hand in my application materials?

Your complete application is due in LC 31 the last weekday in November of your senior year, at noon.

Remember, you are submitting materials that will not only be used to evaluate your nomination, but will be submitted to the Jack Kent Cooke Foundation directly by the UAlbany Committee on Nationally Competitive Scholarships if you are nominated. Please make sure that all materials are complete and are received by the deadline. Also, please remember that your submission of application materials does not guarantee that you will be nominated.

To be submitted to the UAlbany Committee on Nationally Competitive Scholarships:

- ❑ Application form - one original and four copies.
- ❑ Financial information form - one original of each form and one copy.

- ❑ Financial attachments – as described in the Jack Kent Cooke application materials. Two copies (originals of tax forms are not required).
- ❑ Acceptance letter from a graduate school, including details of financial aid package, if any. Include a separate award letter if the graduate school provided the information in two separate documents. Five copies. Originals not required (These may be submitted to the committee separately from your application, as you may not receive an acceptance letter by late November).
- ❑ Resume/curriculum vita – two pages maximum. Five copies.
- ❑ One copy of your transcript (Does not need to be official).
- ❑ Two letters of recommendation from faculty members – one original and one copy of each. The original and copy must be in separate sealed envelopes with recommender’s signature across the seal. On the envelope containing the copy of the recommendation letter, the recommender should write “COPY” clearly on the front. These should be submitted with your application materials.
- ❑ Nominee survey form (optional) - one original.
- ❑ Optional portfolio for applicants in the arts ONLY. One original – as described in the portfolio instructions (no copies necessary).

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs
 University at Albany
 1400 Washington Avenue, LC 31
 Albany, NY 12222
 Attn: UAlbany Committee on Nationally Competitive Scholarships

Marshall Scholarship

The purpose of the scholarship:

Marshall Scholarships finance graduating seniors of high ability to study for a graduate degree in any subject in the United Kingdom. Each scholarship is held for two years and includes tuition and living expenses. Scholarships are awarded to students interested in attending one of a large number of universities in England, Scotland, Wales, or Northern Ireland. The scholarship covers university fees, cost of living expenses, an annual book grant, a thesis grant, research and daily travel grants, and fares to and from the United States. Approximately 40 American students are awarded a Marshall Scholarship annually. UAlbany can nominate up to four candidates.

Who can apply?

Students begin the application process during their junior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted during the fall semester of the student’s senior year. You must be a U.S. citizen to apply, and must have a cumulative GPA of at least 3.7. Additionally, “in appointing Scholars, the selectors will look for distinction of intellect and character as evidenced both by their scholastic attainments and by their other activities and achievements. Preference will be given to candidates who display a potential to make a significant contribution to their own society. Selectors will also look for strong motivation and seriousness of purpose, including the presentation of a specific and realistic academic programme.”

For more information please visit: <http://www.marshallscholarship.org/>

Where do I get an application?

You cannot fill out an application until you have been nominated. Please see the checklist below to see what you need to submit to the UAlbany Committee on Nationally Competitive Scholarships. Information about the Marshall Scholarship and universities in the U.K. can be found at www.marshallscholarship.org.

When do I need to hand in my application materials?

Your initial application is due in LC 31 the last weekday in March of your junior year, at noon.

Remember, applying for the Marshall Scholarship requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The Marshall Commission does not accept applications without a nomination. Also, please remember that submitting an application does not guarantee you will be nominated.

To be submitted to the UAlbany Committee on Nationally Competitive Scholarships:

- ❑ A resume.
- ❑ A proposed field of study.
- ❑ A personal statement.
- ❑ A first and second choice of university in the United Kingdom at which to study, and a statement explaining your institution choices.
- ❑ Four letters of recommendation. The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials. Letter writers should retain the original copy of the letter. If you are nominated, they will be asked to review their letter and submit it to the Marshall Commission.

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs
University at Albany
1400 Washington Avenue, LC 31
Albany, NY 12222
Attn: UAlbany Committee on Nationally Competitive Scholarships

Mitchell Scholarship

The purpose of the scholarship:

The Mitchell Scholarship provides tuition, housing, a \$12,000 living expenses stipend, and international travel expenses for one year for graduate study in any subject at any eligible university in Ireland.

Who can apply?

Students begin the application process during their junior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted during the fall semester of the student's senior year. Candidates must be U.S. citizens under the age of 30.

For more information please visit: <http://www.us-irelandalliance.org/wmspage.cfm?parm1=2>

Where do I get an application?

You cannot fill out an application until you have been nominated. Please see the checklist below to see what you need to submit to the UAlbany Committee on Nationally Competitive Scholarships. A description of the Mitchell Scholarship is available at www.us-irelandalliance.org.

When do I hand in my application materials?

Your initial application is due in LC 31 the last weekday in March of your junior year, at noon.

Remember, applying for the Mitchell Scholarship requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The U.S.-Ireland Alliance does not accept

applications without a nomination. Also, please remember that submitting an application does not guarantee you will be nominated.

To be submitted to the UAlbany Committee on Nationally Competitive Scholarships:

- ❑ A resume.
- ❑ A copy of your transcript (original not required).
- ❑ A personal statement.
- ❑ A first and second choice of university in Ireland at which to study, and a statement explaining your institution choices.
- ❑ Five letters of recommendation. At least three of these must be from university faculty members with whom you have done academic work. The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials. Letter writers should retain the original copy of the letter. If you are nominated, they will be asked to review their letter and submit it to the U.S.-Ireland Alliance.

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs
University at Albany
1400 Washington Avenue, LC 31
Albany, NY 12222
Attn: UAlbany Committee on Nationally Competitive Scholarships

Rhodes Scholarship

The purpose of the scholarship:

A Rhodes Scholarship provides for tuition and expenses for two years to complete a graduate degree in any subject at Oxford University in England.

Who can apply?

Students begin the application process during their junior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted during the fall semester of the student's senior year. You must be a U.S. citizen and between the ages of 18 and 24 to apply. The Rhodes Scholarship is guided by four criteria: "literary and scholastic attainments; energy to use one's talents to the full, as exemplified by fondness for and success in sports; truth, courage, devotion to duty, sympathy for and protection of the weak, kindness, unselfishness, and fellowship; moral force of character and instincts to lead, and to take interest in one's fellow beings." The issue of the need to be involved in sports to receive a Rhodes Scholarship remains unclear. Involvement in intercollegiate sports used to be a requirement, but is not any longer. Some suggest that students need to demonstrate "competitiveness" or "assertiveness" through sports or other activities. There is also a sense that being physically fit is important to the selection committees. This can be demonstrated in many ways, such as through intramural sports, dance, running, weightlifting, or other forms of regular physical activity.

Where do I get an application?

All application materials can be found on the Rhodes Scholarship website at www.rhodesscholar.org. The version available on the web will likely be an outdated version. This version is appropriate for submission to the UAlbany Committee on Nationally Competitive Scholarships.

When do I need to hand in my application materials?

Your initial application is due in LC 31 the last weekday in March of your junior year, at noon.

Remember, applying for the Rhodes Scholarship requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The Rhodes Trust does not accept applications without nomination. Also, please remember that submitting an application does not guarantee your nomination.

To be submitted to UAlbany Committee on Nationally Competitive Scholarships:

- ❑ A completed application form.
- ❑ An institutional endorsement form, with the appropriate portion completed by you.
- ❑ A signed personal statement describing your academic and other interests. This statement should describe the specific area of proposed study and your reasons for wishing to study at Oxford, and must conclude with the following signed statement: "I certify that this essay is my own work." The statement should not be more than 1,000 words (approximately four double-spaced pages).
- ❑ A succinct list of principal activities and honors in college (including prizes, scholarships, offices held, athletic record, extracurricular interests, etc.) with dates. This should not exceed two pages in length.
- ❑ One copy each of all letters of recommendation. The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials. Letter writers should retain the original copy of the letter. If you are nominated, they will be asked to review their letter and submit it to the Rhodes Selection Committee.

It is preferred that you hand-deliver your application to LC 31. However, you can also mail your application to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs
University at Albany
1400 Washington Avenue, LC 31
Albany, NY 12222
Attn: UAlbany Committee on Nationally Competitive Scholarships

St. Andrew's Society of the State of New York Scholarship

The purpose of the scholarship:

Saint Andrew's Society of the State of New York awards two \$10,000 scholarships annually for one year of graduate study in Scotland.

Who can apply?

Students begin the application process during the fall semester of their senior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted directly following the fall semester of the of the student's senior year. Students can be of any age, and must be able to verify that they are of Scottish descent.

For more information please visit: <http://www.standrewsny.org/scholarships.htm>

Where do I get an application?

Copies of the application are available to pick up at LC 31.

When do I need to hand in my application materials?

Your initial application is due in LC 31 the last weekday in November of your senior year, at noon.

Remember, applying for the St. Andrew's Scholarship requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The St. Andrew's Society does not accept applications without a nomination. Also, please remember that submitting an application does not guarantee you will be nominated.

To be submitted to UAlbany Committee on Nationally Competitive Scholarships:

- ❑ An application form.
- ❑ A resume.
- ❑ A personal statement.
- ❑ Two original letters of recommendation from faculty members. These letters should be sealed and signed across the flap. Please write “original” on the front of the envelope.
- ❑ One copy each of letters of recommendation. Write “copy” on the front of each envelope. The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials.
- ❑ A letter from a financial aid officer to certify that financial assistance would be required for you to complete a year of graduate study in Scotland.

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs
 University at Albany
 1400 Washington Avenue, LC 31
 Albany, NY 12222
 Attn: UAlbany Committee on Nationally Competitive Scholarships

Truman Scholarship

The purpose of the scholarship:

These scholarships of \$30,000 each are awarded to students who wish to attend graduate school in preparation for careers in government or elsewhere in public service.

Who can apply?

Students begin the application process during the fall semester of their junior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted during the spring semester of the student’s junior year. Applicants must be U.S. citizens, with a GPA in the top 25% of their class (about 3.6 or higher). Applicants should also demonstrate extensive participation in two or more activities related to school or public service (see Truman Scholarship website at www.truman.gov for details).

For more information please visit: <http://www.truman.gov/>

Where do I get an application?

You cannot complete an application until you are nominated. Sample application materials can be sent to the UAlbany Committee on Nationally Competitive Scholarships. These are available on the Truman Scholarship website (www.truman.gov).

When do I need to hand in my application materials?

Your initial application is due in LC 31 the last weekday in November of your junior year, at noon.

Remember, applying for the Truman Scholarship requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The Truman Foundation does not accept applications without a nomination. Also, please remember that submitting an application does not guarantee you will be nominated.

To be submitted to the UAlbany Committee on Nationally Competitive Scholarships:

- ❑ Sample application form.
- ❑ Sample policy proposal.

- ❑ Three letters of recommendation:
 - One relating to leadership abilities and potential
 - One relating to your commitment to a career in public service
 - One relating to your intellect and prospect for continuing academic success

Forms for these letters are available on the Truman Scholarship website. The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials. Letter writers should retain the original copy of the letter. If you are nominated, they will be asked to review their letter and submit it to the Truman Foundation.

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

Dr. Jeffrey Haugaard, Assistant Vice Provost for Honors Programs
 University at Albany
 1400 Washington Avenue, LC 31
 Albany, NY 12222
 Attn: UAlbany Committee on Nationally Competitive Scholarships

Udall Scholarship

The purpose of the scholarship:

The Udall Foundation offers \$5,000 to university students whose course of study focuses on the environment and to Native American university students who study in the fields of health care or tribal policy.

Who can apply?

Students begin the application process during the fall semester of their sophomore or junior year. Nominations from the UAlbany Committee on Nationally Competitive Scholarships are submitted during the spring semester of the student's sophomore or junior year. To apply, you must be a U.S. citizen or permanent resident and have a GPA of at least 3.0.

For more information please visit: <http://www.udall.gov/>

Where do I get an application?

All application materials are available online on the Udall Scholarship website (www.udall.gov).

When do I hand in my application materials?

Your initial application is due in LC 31 the last weekday in November of your sophomore or junior year, at noon.

Remember, applying for the Udall Scholarship requires the submission of application materials to the UAlbany Committee on Nationally Competitive Scholarships. The Udall Foundation does not accept applications without a nomination. Also, please remember that submitting an application does not guarantee you will be nominated.

To be submitted to the UAlbany Committee on Nationally Competitive Scholarships:

- ❑ Application form.
- ❑ An essay of 800 words or less, discussing a significant public speech, legislative act, or public policy statement by Congressman Udall and its impact on your field of study, interests, and career goals. Your essay must be typed in 12-point font, signed and dated.
- ❑ Three letters of recommendation, from:
 - A faculty member who can discuss your potential
 - A faculty member in your field of study

Another individual who can attest to your capabilities

The letters must be in sealed envelopes and signed across the flap. They should be submitted with your application materials. Letter writers should retain the original copy of the letter. If you are nominated, they will be asked to review their letter and submit it to the Udall Foundation.

It is preferred that you hand-deliver your application materials to LC 31. However, you can also submit your application by mail to:

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University at Albany
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Attn: UAlbany Committee on Nationally Competitive Scholarships