2023-24 APPLICANT CHECKLIST FOR EDUCATIONAL SCHOLARSHIP OR ESTARL AWARDS

Before returning the completed Application and supporting materials, initial or check mark the space before each item indicating that it is there. Return the initialed checklist and supporting materials to the sponsoring Chapter Secretary with all other materials.

_____ Application form ENTIRELY completed with information or N/A (when not applicable) and signed by the student. **The applicant may be disqualified if information is unanswered or incomplete.**

_____ Signed Addendum form. Print in black ink.

_____ Signed personal letter from the applicant discussing financial need; preceding year's tuition costs; educational, college and other future plans; community and college service; and any other information you think would be useful to the committee in evaluating your application. This is NOT the letter sent to the Chapter requesting an application.

_____ **THREE LETTERS OF REFERENCE**

- **TWO ORIGINAL** (2) letters **MUST** be from professors, instructors, tutors, teaching assistants, or supervisor's at the college where the applicant is presently a student. **These letters must be written on Official College/University/School Stationery.**
- The **THIRD** letter **SHOULD** be from someone who has known and/or worked with the applicant for some time (ex: Minister, employer, community leader, etc.) When applicable, Official Business Stationery must be used.
- **NO PHOTOCOPIES WILL BE ACCEPTED.** However, references may be directly mailed or emailed to the Chapter Secretary by the person making the recommendation.
- It is the applicant's responsibility to check that the Secretary has received all materials after they were sent.

_____ **CERTIFIED** transcripts of **ALL** grades from **ALL** schools attended beyond High School. A Certified transcript must bear the Official College/University/School Seal and signature of the Registrar.

- **A MINIMUM GPA OF 2.5 IS REQUIRED.**
- Sealed Transcripts should be directly mailed or emailed to the Chapter Secretary by the Registrar.
- PHOTOCOPIES OR E-MAIL RECORDS from other sources ARE NOT ACCEPTABLE.
- Additional Transcript requirements are determined by your degree program. Read carefully!
  - **COLLEGE/UNIVERSITY**. Grades from the Freshman year and the first semester of the Sophomore year and every semester through **the completed Fall 2023 MUST BE INCLUDED.**
  - **GRADUATE STUDIES**. All Undergraduate Grades and all Graduate semesters through the **completed Fall 2023 MUST BE INCLUDED.** Also include a copy of the acceptance letter into your graduate program.
  - **ASSOCIATE DEGREE**. In a two-year program, grades from the first semester of the first year **MUST BE INCLUDED**. In a three-year program, grades must be included for the first year or for the first semester of the second year.
  - **WORK PART-TIME.** A letter from your employer stating you are employed at the place of business and your work is 35 or more hours per week and have earned nine (9) credit hours.

ESTARL APPLICANTS ONLY -- Must submit **FOUR (4)** letters--**TWO (2)** letters **MUST BE** from ministers or church leaders; **ONE (1)** letter **MUST** be an **OFFICIAL ENDORSEMENT** from the religious body the applicant wishes to serve; and **ONE (1)** letter **MUST** be from a professor or other person familiar with the academic performance and/or goals of the applicant. (OFFICIAL **COLLEGE/UNIVERSITY/SCHOOL/CHURCH Stationery must be used for all references from personnel employed at these institutions. NO PHOTOCOPIES WILL BE ACCEPTED. However, references may be emailed to the Chapter Secretary, by the person making the recommendation.**

Information and supporting applications must be returned to the sponsoring Chapter Secretary before **March 1**. If there are any unusual circumstances that occur concerning the applicant/application, contact the Secretary of your sponsoring Chapter, **PRIOR** to the March 1st due date.

REV 7/2023