

## Application Procedures: Sonny Carter Scholarship

### IMPORTANT DATES AND DEADLINES - *Application Year 2015-16*

The Sonny Carter Scholarship memorializes an Emory alumnus who was a soccer player, physician, test pilot, and astronaut: Manley Lanier "Sonny" Carter Jr., '69C, '73M. This merit based scholarship was established by Mrs. Dana Carter, '70C, and Dr. David Short, '70C, along with other family and friends of Sonny Carter. The Sonny Carter Scholarship is awarded each year to an Emory College of Arts and Sciences student who demonstrates a commitment to developing his or her full human potential and who clearly strives to use his or her intellectual, physical, and moral qualities for the common good. An applicant must have an outstanding academic record, demonstrated involvement and leadership in the community, moral qualities supporting the common good, and evidence that physical activity is a regular part of the applicant's life.

Step	Description	Date Due	Complete
1	<b>Schedule Consultation</b> (see note)	Fall 2015	<input type="checkbox"/>
2	<b>Download and Complete PDF Application Form</b>	December 2015	<input type="checkbox"/>
3	<b>Select and Confirm Three Recommenders</b> (see note)	December 2015	<input type="checkbox"/>
4	<b>Create/ Update Résumé</b>	December 2015	<input type="checkbox"/>
5	<b>Request Outside Transcript(s)</b> : if applicable (see note)	December 2015	<input type="checkbox"/>
6	<b>Begin Drafting Personal Statement Essay</b>	December 2015	<input type="checkbox"/>
7	<b>Revise Personal Statement Essay</b> : be prepared to allow time to write and receive feedback on multiple drafts from a NS&FP advisor.	December 2015-early February 2016	<input type="checkbox"/>
8	<b>Follow Up With Recommenders</b>	January 2016	<input type="checkbox"/>
9	<b>Internal Application Submission: Email Application Form, Résumé, Personal Statement, NS&amp;FP Procedures PDF (Checklist and Consent Form) to <a href="mailto:oue.nationalawards@emory.edu">oue.nationalawards@emory.edu</a></b>	4:00 PM February 8, 2016	<input type="checkbox"/>

**Next steps:** Applicants will be notified whether they have been selected as finalists in February. Finalists will be interviewed on a Friday in February or March. You must be able to attend the interview in person in order to be considered for the award. Decision letters will be available the day after the interview.

#### NOTES

##### **Consultation (Step 1)**

Make an appointment with a NS&FP advisor to discuss your eligibility and application competitiveness.

##### **PDF Application Form (Step 2)**

Download and complete the PDF application form.

## Recommenders (Steps 3 and 8)

Based on consultation with an NS&FP advisor, determine your three (3) recommenders. Contact these recommenders to confirm they are willing to write letters. Please have the three letters of recommendation submitted to the National Scholarships & Fellowships Program Office by February 8, 2016. The letters should be written by faculty, coaches, or other mentors who know you well and can speak to your academic record, involvement and leadership in the community, moral qualities supporting the common good, and involvement in physical activities such as varsity, club, or intramural athletics, martial arts, running, or dance. Additional advice on recommendations is available on NS&FP's Blackboard organization site, "National Scholarships & Fellowships Resources," in the "Sonny Carter" section.

### ***Instructions for recommenders:***

Letters should address the writer's knowledge of the applicant in relation to the Scholarship selection criteria: outstanding academic record, demonstrated involvement and leadership in the community, moral qualities supporting the common good, and evidence that physical activity is a regular part of the applicant's life.

- *Electronic submission of letters is preferred.* Please create a PDF of your letter, signed and on letterhead, and send as an email attachment to [oue.nationalawards@emory.edu](mailto:oue.nationalawards@emory.edu).
- If this is not possible, we will accept hard copies. Recommenders may drop off or mail letters, or applicants may pick up and hand-carry letters (in sealed envelopes with the recommender's signature across the seal) to the OUE front desk.

Mailing address: Dr. Megan Friddle  
White Hall, Suite 300  
301 Dowman Drive  
Atlanta, GA 30322

- Recommendations should be submitted no later than *4:00 PM, February 8, 2016*.

## Résumé (Step 4)

Use a CV format, rather than a job-seeking résumé format. As well as your school background, concentrate on listing things that relate directly to the scholarship (i.e. academic awards and memberships, leadership, community involvement, etc.). We would be happy to provide feedback on your résumé before the internal submission deadline. The Career Center also offers assistance with résumés and CVs. Additional advice on résumés/ CVs, along with sample CVs, is available on NS&FP's Blackboard site.

## Outside Transcripts (Step 5)

**If you have attended another college or university to take courses for credit** (not including Emory sponsored study abroad), order an official electronic or hard copy of your transcript from that school. We require a transcript from other schools only IF the course names and grades are NOT listed individually on your Emory transcript. Have an official electronic copy sent to [oue.nationalawards@emory.edu](mailto:oue.nationalawards@emory.edu), or order a hard copy to be delivered by *February 8, 2016* to:

Dr. Megan Friddle  
Emory University

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Office for Undergraduate Education  
White Hall, Suite 300  
301 Dowman Drive  
Atlanta, GA 30322

### Personal Statement (Steps 6 and 7)

Write a 750 word essay on the following topic:

*Present a picture of yourself that demonstrates your primary interests, values, and/or plans for the future. You might do so by describing and reflecting on a recent (within your years at Emory) leadership experience or an activity that was particularly satisfying for you (for example, a community service or internship experience; an activity related to your athletics or other physical activity; and/or an academic coursework or research experience).*

Be prepared to allow ample time to write and receive feedback on multiple drafts. Additional advice on preparing the Personal Statement is available on NS&FP's Blackboard site.

### Internal Application Submission (Step 9)

Submit the **PDF application**, your **CV/résumé**, your **Personal Statement** Essay, and **NS&FP Procedures** and **Consent Form** in PDF format attached to an email to [oue.nationalawards@emory.edu](mailto:oue.nationalawards@emory.edu) by 4:00 PM on February 8, 2016.



## Scholarship Consent Form

I, \_\_\_\_\_, do hereby consent to the following **initialed** items in pursuit of the  
\_\_\_\_\_ (Scholarship/Award Name).

\_\_\_\_\_ (REQUIRED) As required under the Family Educational Rights and Privacy Act, I give permission for my grade point average (GPA), transcripts, individual course grades, individual assignment grades, and/or other similar academic information to be used and discussed as a part of faculty and institutional letters of recommendation and endorsements and the applications for this award competition. I also give permission for the Office for Undergraduate Education to request unofficial and official copies of my transcript(s) as a part of the application process.

\_\_\_\_\_ (REQUIRED) I certify that I have completed all required steps for the internal application process for this award (attach checklist).

\_\_\_\_\_ (REQUIRED) I certify that all of the information I include in my application for this award, including listings of activities and awards, research undertaken or planned, and personal statements or other essays, is my own work and is accurate and honest to the best of my knowledge.

\_\_\_\_\_ (REQUIRED) I give permission to the Vice President and Dean of Campus Life, the Senior Dean of Emory College of Arts & Sciences, and the Emory University Registrar or their designees to release information to the Emory College Office for Undergraduate Education from official college records pertaining to academic honesty and conduct offense violations, and to provide contextual information as to the severity of these offenses. This information may be given either in verbal or written form.

\_\_\_\_\_ I waive any right I may have to view faculty and institutional letters of recommendation that are written for the purpose of this award competition. While copies of these letters may be provided to me by the authors, I understand that this is done as a courtesy by the author and does not affect this waiver. I understand that if I do not waive my right to view letters, my recommenders will be notified and may choose to withdraw their letters.

\_\_\_\_\_ I grant permission for Emory University to use my public biographical information to publicize my nomination and/or receipt of this scholarship or fellowship.

\_\_\_\_\_ I consent to have copies of my scholarship essays retained indefinitely and anonymously in the Office for Undergraduate Education and understand that they may be made available to future applicants as an example for them to review as they prepare their own applications.

\_\_\_\_\_  
Type name in lieu of signature

\_\_\_\_\_  
Date