



# **INTERNATIONAL BUDDHIST EDUCATION FOUNDATION**

*3456 S. Glenmark Dr. Hacienda Heights, CA 91745*

## *Scholarship Program Application Policy and Procedure*

### **1. PURPOSE:**

The International Buddhist Education Foundation (IBEF) established the IBEF Scholarship to encourage outstanding students who need financial aid to study Buddhism and complete their education.

### **2. AMOUNT OF SCHOLARSHIP: For Every Spring and Fall semester.**

- a. \$4,500 each semester for Ph.D degree students;
- b. \$3,500 each semester for MA or M. Div degree students;
- c. \$3,000 each semester for BA degree students.
- d. Not available for non-degree seeking students.

### **3. NUMBER OF SCHOLARSHIPS AWARDED:**

Approximately 50 IBEF Scholarships are awarded each semester. This number may change depending on circumstances.

### **4. ELIGIBILITY:**

A. The following students are eligible to apply:

- a) New or current students in the Department of Religious Studies at the University of the West, at either the undergraduate or the graduate level, who have been recommended and sponsored by the head of a Fo Guang Shan or Fo Guang Shan affiliated organization around the world;
- b) New or current students in the Department of Religious Studies at the University of the West, at either the undergraduate or the graduate level, who are not currently receiving any other form of a full scholarship;

B. Applicants must fulfill the following requirements:

- a) Have a Term GPA and Cumulative GPA of 3.5 or above.
- b) Be a full-time student: Undergraduate applicants must enroll in a minimum of 12 units per semester; Graduate applicants must enroll in a minimum of 9 units per semester. Exceptions to this rule are only possible under the following circumstances:
  - BA, MA and M.Div. students  
BA, MA and M.Div. students who are in the final semester of their degree studies, and do not need to be enrolled full-time to fulfill graduation requirements, may petition to be considered for the IBEF. **This petition must be in writing and can only be made once for that final semester.** Subsequent petitions will not be considered.

- Ph.D. Students  
Ph.D. students who are not enrolled full-time may petition in writing to be considered for IBEF under the following circumstances:
  - i. The student is in the final semester of their required course work and does not need to be enrolled full-time to complete the course requirements.
  - ii. The student has completed all course requirements and is preparing for their Candidacy Examination. (**Important:** The student must register for a minimum of 3 credit hours per semester to be eligible).
  - iii. Student has successfully completed their Candidacy Examination and is registering for REL 710.

**AN IBEF PETITION FORM MAY BE OBTAINED FROM THE FINANCIAL AID OFFICE OR THE UWEST WEBSITE.**

## 5. NON-ELIGIBILITY:

The following students are **not** eligible for the scholarship:

- a) A student enrolled in the undergraduate program who has already received the IBEF Scholarship and IBEF Fellowship eight times;
- b) A student enrolled in the MA program who has already received the IBEF Scholarship and IBEF Fellowship four times;
- c) A student enrolled in the MDiv program who has already received the IBEF scholarship and IBEF Fellowship six times;
- d) A student enrolled in the Ph.D program who has already received the IBEF Scholarship and IBEF Fellowship eight times.
- e) A student who is only registered in a course/courses that extend beyond the most recent semester's grade deadline. In this case, the student will not have a term GPA for the most recent semester, making the student ineligible for the IBEF Scholarship.
- f) **Student with an (I) "Incomplete" and/or (RD) "Report Delay" on the official transcript may not receive the IBEF scholarship. Exceptions to this rule may only be granted in extenuating circumstances (e.g. "I" was given due to illness). Students requesting an exception must explain their extenuating circumstance in writing, with supporting evidence, to IBEF. Exceptions will be granted on a case by case basis.**

## 6. APPLICATION DEADLINE:

- 1) November 15, and April 1 of every year.
- 2) **New students** can submit the application for scholarship when applying for admissions.

**Please note:**

**Since the IBEF is administratively separate from UWest, it is not possible to transfer documents in the UWest's files to students' IBEF scholarship packages. Consequently, it is imperative that applicants submit all the required documents in their application, since the UWest can not transfer documents from its files to those of the IBEF.**

- 3) **Current students** can submit the application for scholarship to **IBEF Liaison Officer** located in Room AD209 in the Administration Building before the deadline.

## 7. REQUIRED DOCUMENTS:

### 1) New Students, First- time IBEF Applicants and newly admitted students to the MA, MDiv and Ph.D program:

- A. Completed IBEF Scholarship application form;
- B. Official Transcript (in English) of the highest education;
- C. Two letters of recommendation. If the applicant is recommended or sponsored by a center or organization under the FGS system, one of the two recommendation letters must be provided by the head of the Dharma center or the affiliated organization.
- D. IBEF Essay –
  1. Statement of Purpose (Why did you decide to study Religion?)
  2. The reason why you are applying for the Scholarship.
  3. After you graduate, what do you hope to contribute to Buddhism?

### 2) Previous IBEF award recipients:

- A. The completed IBEF Scholarship application form;
- B. A recommendation form filled out by Academic Advisor and Chair of the Department of Religious Studies.  
**(The completed recommendation form must be in a sealed envelope with the flap signed by the Chair)**

**Please note:**

**UWest GPA is one of the important requirements. However, YOU DO NOT NEED TO FILL OUT THE TRANSCRIPT REQUEST FORM. The IBEF Liaison Officer will request the transcripts for you. The official transcripts will be sent directly to the IBEF committee by the Registrar's Office, once grades are available.**

**A RECOMMENDATION FORM MAY BE OBTAINED FROM THE FINANCIAL AID OFFICE OR THE UWEST WEBSITE. THE FINANCIAL AID OFFICE DOES NOT SUPPLY ENVELOPES.**

**3) Do not fax or e-mail the above documents.** Please mail or deliver in person to the address provided below. All application materials must be submitted together in one large sealed envelope. Any materials missing can not be submitted separately.

By mail:           Atten: IBEF Scholarship/Fellowship  
University of the West  
1409 N. Walnut Grove Ave.  
Rosemead, CA 91770

Drop off in person:

Room 209, Administration Building

- **ALL APPLICATION MATERIALS, INCLUDING THE RECOMMENDATION FORM FROM DEPARTMENT CHAIR, MUST BE SUBMITTED TOGETHER IN ONE LARGE SEALED ENVELOPE. ANY MATERIALS MISSING CAN NOT BE SUBMITTED SEPARATELY.**
- **INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.**
- **STUDENTS ARE RESPONSIBLE TO ENSURE THAT ALL DOCUMENTS ARE SUBMITTED ON TIME.**

## **8. EVALUATION PROCESS:**

The IBEF Scholarship Committee will review, evaluate, and select the recipients based on the submitted documents and their Term GPA and Cumulative GPA.

## **9. GRANTING OF SCHOLARSHIP:**

- 1) The IBEF Liaison Officer will inform the scholarship recipients individually.
- 2) The scholarship awarded will be wired directly into the recipient's registration account at the University of the West to cover their tuition, registration fees and related expenses. If these expenses do not exhaust the financial value of the scholarship the awardees may request a check containing the remaining difference near the end of the semester. However, awardees can only make this request by completing the IBEF Petition Form and submitting it to the Accounting Office beginning two weeks before the end of class instruction. (Students may use the IBEF Petition Form to request the remaining difference sooner. These earlier petitions must include supporting documentation. Such petitions will be considered on a case by case basis).

### **NOTE:**

Students enrolled in double majors/degree programs may only use their IBEF Scholarship to finance majors/degree programs relevant to Religious Studies and/or Buddhism (e.g. the IBEF scholarship can not be used to finance a second major in Business Administration).

The IBEF Scholarship is awarded for the same amount of semesters whether the student is in a single or double major degree program (e.g. a student doing one MA and a student doing two MAs simultaneously may both only receive the IBEF Scholarship four times).

All petitions relating the IBEF scholarships must be made on the IBEF Petition Form.

**IBEF reserves the right to make changes to these policies and procedures at any time.**



## **Scholarship Application Checklist**

*(Please submit this form along with your required documents in one large sealed envelope)*

### **IMPORTANT MESSAGES:**

1. **Application Deadlines:** November 15, and April 1 of every year.
2. **All application materials, including the Recommendation Form from Department Chair, must be submitted together in one large sealed envelope. Any materials missing can not be submitted separately. Incomplete Application packets will not be considered. Students are responsible to ensure all documents are submitted on time.**
3. **Applicants must be full-time students.** Exceptions to this rule are only possible through a petition explaining why full-time registration is not possible or necessary. An IBEF petition form may be attained from the Financial Aid Office or the UWest website
4. **DO not** fax or e-mail the IBEF application materials. Please submit the documents to the following address:  
**IBEF Scholarship/Fellowship Program, University of the West, 1409 N. Walnut Grove Ave. Rosemead, CA 91770**

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### **REQUIRED DOCUMENTS CHECK LIST -**

- 1) **New Student, First-time IBEF Applicants, and newly admitted students to the MA, MDiv and Ph.D program:**

	<i>(for office use only)</i>
<input type="checkbox"/>	<b>IBEF Scholarship Application Form;</b>
<input type="checkbox"/>	<b>The Official Transcript (in English);</b>
<input type="checkbox"/>	<b>Two Letters of Recommendation</b>
<input type="checkbox"/>	<b>IBEF Essay-</b> <ol style="list-style-type: none"> <li>1. <u>Statement of Purpose</u> (Why did you decide to study Religion?)</li> <li>2. The reason why you are applying for Scholarship;</li> <li>3. After you graduate, what do you hope to contribute to Buddhism?</li> </ol>

- 2) **Previous IBEF award recipients:**

	<i>(for office use only)</i>
<input type="checkbox"/>	<b>IBEF Scholarship Application Form;</b>
<input type="checkbox"/>	<b>A recommendation form filled out by Academic Advisor and Chair of the Department of Religious Studies.</b> (The completed recommendation form must be in a sealed envelope with the flap signed by the Chair).
<p><b><u>Please note:</u></b></p> <p>UWest GPA is one of the important requirements. However, YOU DO NOT NEED TO FILL OUT THE TRANSCRIPT REQUEST FORM. The IBEF Liaison Officer will request the transcripts for you. The official transcripts will be sent directly to the IBEF committee by the Registrar's Office, once grades are available.</p>	



## *Scholarship Application Form*

- Please indicate the semester for which you apply:  Spring  Fall \_\_\_\_\_(year)

a、 Name \_\_\_\_\_ Student ID number: \_\_\_\_\_  
Last                      First                      Middle

b、 Mailing address  Check here if address has changed.  
 \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City                                      State                                      Zip

c、 Phone Number (\_\_\_\_)\_\_\_\_-\_\_\_\_ E-Mail \_\_\_\_\_

d、 Gender:  Male  Female                      Date of Birth: \_\_\_\_\_ (MM/DD/YYYY)

e、 Are you a monastic?  Yes  No                      Dharma Name: \_\_\_\_\_

f、 Please list number of times you have received from this IBEF award in the past: \_\_\_\_\_

g、 Citizenship             U.S. Citizen /Permanent Resident  F-1 Visa Student  
 R-1 Visa Student     Other, Specify \_\_\_\_\_

h、 Program  Ph.D  MA  MDiv.  Other \_\_\_\_\_

i、 Current Academic Major and Area of Concentration \_\_\_\_\_

j、 Educational Background: Print the names and locations of all high schools, colleges, and universities attended. Begin with the last institution attended.

Names of Institutions	Location (City, state, and country, if not in U.S.)	Dates of Attendance		Degrees and Dates of Conferred or expected Degree
		From	To	

k、 Career Objective \_\_\_\_\_  
 \_\_\_\_\_

l、 Expected Date of Graduation From University of the West  
 Summer     Fall                       Spring    Year \_\_\_\_\_

**m** ‣ **Extracurricular Involvement:** Include memberships, offices, and activities from high school, college, and community and volunteer organizations. Use an additional sheet if necessary.

1. **High School** \_\_\_\_\_

\_\_\_\_\_

2. **College** \_\_\_\_\_

\_\_\_\_\_

3. **Community/Volunteer** \_\_\_\_\_

\_\_\_\_\_

**n** ‣ **Honors and Awards:** Include special awards, prizes, scholarships, and recognition. List the school or organization that granted the award. Add additional sheets if necessary.

\_\_\_\_\_

\_\_\_\_\_

**o** ‣ **Employment History:** Include job information for your past three jobs.

*List the most recent job first.*

Name of Firm	City, State	Dates Employed	Your Duties

The necessary application package for this scholarship may be requested from UWest. All required documentation must be delivered in person or by mail. No Facsimiles or e-mails will be accepted. Please mail or send the application and supporting documents to:

Atten: IBEF Scholarship/Fellowship  
 University of the West  
 1409 N. Walnut Grove Ave.  
 Rosemead, CA 91770

### Certification and Authorization Release

I certify that all information I have provided on this application is true to the best of my knowledge. I authorize the Office of the Registrar at University of the West to release transcripts, letters of recommendation, applications, and accompanying documents to scholarship donors and to publicize my scholarship award if I am a recipient.

Signature \_\_\_\_\_ Date \_\_\_\_\_