

**Application Procedures: Beinecke Scholarship**  
**IMPORTANT DATES AND DEADLINES - *Application Year 2014-15***

Step	Description	Date Due	Complete
1	<b>Schedule Consultation</b> (see note)	Fall 2014	<input type="checkbox"/>
2	<b>Download and Complete Application Form</b>	Fall 2014	<input type="checkbox"/>
3	<b>Select and Confirm Three Recommenders</b> (see note)	Fall 2014	<input type="checkbox"/>
4	<b>Create/ Update Résumé</b>	Fall 2014	<input type="checkbox"/>
5	<b>Begin Drafting Personal Statement</b>	Fall 2014	<input type="checkbox"/>
6	<b>Request Outside Transcript(s):</b> if applicable (see note)	December 2014	<input type="checkbox"/>
7	<b>Follow Up With Recommenders</b>	December 2014	<input type="checkbox"/>
8	<b>Revise Personal Statement</b> Be prepared to allow time to write and receive feedback on multiple drafts from a NS&FP advisor.	December 2014- mid-January 2015	<input type="checkbox"/>
9	<b>Internal Application Submission: Email Application Form, Résumé, Personal Statement, NS&amp;FP Procedures PDF (Checklist and Consent Form) to</b> <a href="mailto:oue.nationalawards@emory.edu">oue.nationalawards@emory.edu</a>	4:00 PM January 23, 2015	<input type="checkbox"/>
10	<b>Nomination Decision Letters Distributed</b> (via email)	February 6, 2015	<input type="checkbox"/>
<b>IF NOMINATED</b>			
11	<b>Follow-up Appointment(s) and Application Revisions</b>	February 7-16, 2015	<input type="checkbox"/>
12	<b>Request Official Emory Transcript</b>	February 7, 2015	<input type="checkbox"/>
13	<b>Final Version of Personal Statement Due</b> send to <a href="mailto:oue.nationalawards@emory.edu">oue.nationalawards@emory.edu</a>	4:00 PM February 16, 2015	<input type="checkbox"/>
14	<b>Final Application Deadline:</b> submit <b>hard copies</b> of the application form, résumé, and personal statement to the NS&FP Office	4:00 PM February 18, 2015	<input type="checkbox"/>
15	<b>External Due Date: Application submitted by NS&amp;FP</b>	February 20, 2015	<input type="checkbox"/>

**Next Steps:** The NS&FP office will have the Financial Data Sheet and Certification of Eligibility Form completed and included with the application of the nominee. Nominees' applications from participating universities are reviewed by a national foundation selection committee, who select approximately 20 award recipients. Recipients are notified no later than May 1, 2015 (and often much earlier).

## NOTES

### Consultation (Step 1)

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

### Beinecke Scholarship Application (Step 2)

The application form may be found on the foundation website:

<http://foundationcenter.org/grantmaker/beinecke/forms.html>

On the “How to Apply” page, you can also access the Program Announcement, which has further instructions for the application process.

Complete the one page application form. You must list graduate programs/institutions in which you are interested. The form allows space for five choices; we recommend that you include at least three.

Note that you are not responsible for the Financial Data Sheet and Certification of Eligibility; NS&FP provides these.

### Recommenders (Steps 3 and 7)

Based on consultation with an NS&FP advisor, determine your three recommenders. Contact these recommenders to confirm they are willing to write letters.

Letters should be from faculty members or other academics who can address your intellectual curiosity, academic strength, and potential for advanced graduate study. Strictly personal/character references or extracurricular references are not useful for the Beinecke.

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

- Letters should address the applicant’s intellectual curiosity, academic strength, and potential for graduate study.
- Recommenders must submit **hard copies** of their letters, signed and on letterhead, to the NS&FP office by our internal due date, *January 23, 2015*.
- Recommenders may drop off or mail their letters, or applicants may pick up and hand carry letters (in sealed envelopes with the recommender’s signature across the seal) to White Hall, Suite 300.
- **Mailing Address:** Dr. Megan Friddle  
Office for Undergraduate Education  
White Hall, Suite 300  
301 Dowman Drive  
Atlanta, GA 30322
- If it is impossible to submit a hard copy, we can accept a PDF of the signed letter on letterhead, submitted via email attachment from the recommender’s email account to [oue.nationalawards@emory.edu](mailto:oue.nationalawards@emory.edu).

## 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. study abroad, independent research, academic awards and memberships, 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.

## Personal Statement (Steps 5 and 8)

The personal statement is the most important part of the application. We strongly urge you to discuss your essay strategy with and seek feedback from a NS&FP advisor.

Be prepared to allow time to write and receive feedback on multiple drafts.

The essay prompt is found in the Program Announcement, which may be accessed from the How to Apply page on the Beinecke website.

## Outside Transcripts (Step 6)

**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.nationalawardsemary@edu](mailto:oue.nationalawardsemary@edu), or order a hard copy to be delivered by *January 23, 2015* to:

Dr. Megan Friddle  
Office for Undergraduate Education  
White Hall, Suite 300  
301 Dowman Drive  
Atlanta, GA 30322

## Internal Application Submission (Step 9)

By *4:00pm on January 23, 2015*, submit your application, including the **Beinecke application form**, **Personal Statement**, **Résumé**, and **NS&FP Procedures** (Checklist, Consent Form, and Schedule of Availability) as PDFs to [oue.nationalawards@emory.edu](mailto:oue.nationalawards@emory.edu).

Ensure that your recommenders submit their letters by *January 23, 2015* as well.

## Nomination Decision Letter (Step 10)

Nomination Decision Letters will be distributed by email within 2 business days.

## Follow-up Appointment and Revisions (Step 11)

If you are selected as the nominee, a NS&FP advisor will contact you to make an appointment for committee feedback and revision suggestions.

## Official Emory Transcript (Step 12)

If you are on campus, request that your official transcript be held for pick-up so that you may hand deliver it to 300 White Hall. Otherwise, choose “Send to Address Listed Below.” Complete the address fields EXACTLY AS FOLLOWS:

Transcript Issued to: CAMPUS MAIL  
Address Line 1: Dr. Megan Friddle  
Address Line 2: 300 White Hall  
Address Line 3: OUE  
City: Atlanta  
State: GA  
Postal/Zip: 30322

Ensure that NS&FP receives the transcript by *4:00pm on February 18, 2015*.

## Final Version of Personal Statement Due (Step 13)

By *4:00pm on February 16, 2015*, make all revisions to your personal statement, requesting additional feedback as necessary, and then email your completed materials to [oue.nationalawards@emory.edu](mailto:oue.nationalawards@emory.edu) for final approval from a NS&FP advisor.

## Final Application Submission (Step 14)

By *4:00pm on February 18, 2015*, resubmit final versions of all components of your application by e-mail.

Send to [oue.nationalawards@emory.edu](mailto:oue.nationalawards@emory.edu).



## 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