



## **UNIVERSITY STUDENT SENATE**

### **The 2011 USS Donald and Mary Ellen Passantino International Students and Students with Disabilities Scholarship and the Ernesto Malave Merit Scholarship**

#### **APPLICATION PACKET**

##### **Overview:**

Established in 1995 by the University Student Senate of the City University of New York, the USS Merit Scholarship was renamed the Ernesto Malave Merit Scholarship in 2010. The scholarship awards one student per campus, per academic year for demonstrating outstanding academic and leadership performance under extraordinary circumstances. In 2011 the University Student Senate would incorporate an internship component into the Ernesto Malave Merit Scholarship.

In 2003, the University Student Senate of the City University of New York established the Donald & Mary Ellen Passantino Scholarship; which was renamed the USS Donald and Mary Ellen Passantino International Students and Students with Disabilities Scholarship in 2010. The scholarship recognizes international students and students with disabilities who have demonstrated outstanding scholarship and enthusiastic leadership and service under extraordinary circumstances. Two students per campus, per academic year are awarded the scholarship.

USS requests that each campus sends four (4) candidates for the Ernesto Malave Merit Scholarship and four (4) candidates for the Don and Mary Ellen Passantino Scholarship. USS will award **one (1)** Ernesto Malave Merit Scholarship per campus in the amount of \$1,000.00, which will be paid in one disbursement. USS must also award **one (1)** Passantino Scholarship to an international student and **one (1)** Passantino Scholarship to a student with a disability, per campus in the amount of \$500.00 each.

#### **THE FOLLOWING CRITERIA MUST BE MET BY ALL APPLICANTS IN ORDER TO BE CONSIDERED FOR ANY USS SCHOLARSHIP:**

- During the current semester in which he/she applies for a scholarship, applicants shall be matriculated students, in active attendance:
  - Undergraduate applicants must be registered for a minimum of **six (6)** credits.
  - Graduate applicants must be registered for a minimum of **three (3)** credits.
- Applicants shall also meet the same requirements during the semester which the scholarship is awarded. *Therefore, graduating seniors are not eligible.*

- Students who meet the above registration criteria and are fulfilling internship requirements, but are not in active attendance on their campuses, are still eligible.
- Undergraduate applicants must have already *completed* a minimum of twenty-four (24) credits and no more than eighty (80) credits at a CUNY college.
- Graduate applicants must have *completed* a minimum of six ( 6) credits at a CUNY college and no more than twenty-four (24) credits total. Students of graduate or professional programs with credits requirements of more than 30 credits must have completed a minimum of 12 credits and no more than 80% of the credits required for a degree. (For example, if 90 credits are required for a degree, the student must have no more than 72 credits completed to be eligible.)
- Applicants from *The CUNY School of Law* must include a letter from the Chair of the Scholarship Committee validating that their GPA meets the requirement of the scholarship being applied for. Additionally the letter should explain why the GPA does not appear on the transcript and should describe how first semester grades will appear.

**For example:** I certify that, at the end of the \_\_\_\_\_ semester, the student's GPA exceeds 3.5 cumulative. CUNY School of Law does not calculate class rank or publish a student's cumulative grade point average. In addition, the first semester grades appear on transcripts as "CR" for all passing grades (A, A-, B+, B, B-, C+, C, C-, and D) or "NC" if the student has failed the course.

- All applicants must be permanent residents, citizens, or NYC residents to apply for any USS scholarship (the only exception being international students).

### **EACH APPLICATION MUST BE ACCOMPANIED BY:**

- ☐ Two letters of recommendation indicating evidence of good character, academic achievement, and/or service to the community. At least one of the letters must be from a CUNY faculty member.
- ☐ Two original, typed, personal essays of no more than three hundred words **each**:
  - 1) Three hundred (300) words stating why you would benefit from this scholarship and how do you believe you have earned it?
  - 2) Three hundred (300) words stating your field of interest, current projects, future plans, etc.
- ☐ Resume
- ☐ An official letter verifying enrollment of the current academic year.
- ☐ An official transcript (first semester graduate students must include both graduate and undergraduate transcripts).
- ☐ Bursar receipts for the current and upcoming semesters.

- ❑ A signed *Declaration Form* that will enable the college Chief Student Affairs Administrator to verify the applicant's GPA and credit/enrollment information.

**Additional Requirements for International Students:**

- International students must be in valid F-1 or J-1 immigration status during the semester in which they are applying for the scholarship, and during the semester in which the scholarship is awarded.
- International students are required to maintain full-time credit and course-loads.
- The following documents must accompany their application packet:
  - 1) I-20
  - 2) A copy of the F1 Visa
  - 3) A copy of the I-94 Card
  - 4) A letter of verification from the International Student Advisor.
  - 5) Form RF 702 \* (which can also be found at: <http://www.uss.cuny.edu/opportunities/rf-702.pdf> )
  - 6) Form W-8BEN \* (which can also be found at: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> )

\* Both forms can be found attached to the application or at the links posted above.

**Additional Requirements for the USS Donald and Mary Ellen Passantino International Students and Students with Disabilities Scholarship:**

Only undergraduate and graduate students with *disabilities* and/or *international* students are eligible.

- **Applicants to the USS Donald and Mary Ellen Passantino International Students and Students with Disabilities Scholarship must have attained a minimum grade point average of 2.5.**
- For students with disabilities, applications shall be accompanied by a letter of verification from the college's Director of Disability Services.

**Additional Requirements for the Ernesto Malave Merit Scholarship:**

**Applicants to the Merit Scholarship must have attained a 3.5 GPA average**  
Candidates will be interviewed by the Scholarship Committee regarding the internship component.



**The 2011 USS Donald and Mary Ellen Passantino  
International Students and Students with Disabilities Scholarship  
and the Ernesto Malave Merit Scholarship**

**APPLICATION**

**INSTRUCTIONS**

- Filing period is during the fall semester. All completed applications are to be submitted to the office of Chief Student Affairs Administrator of your campus.
- Only typed or legibly printed application forms will be considered.
- All essays must be typed.
- One application per person.
- Incomplete applications will not be considered.

**Please indicate which scholarship you are applying for:**

- ☐ The Don and Mary Ellen Passantino Scholarship (for INTERNATIONAL students)
- ☐ The Don and Mary Ellen Passantino Scholarship (for students with DISABILITIES)
- ☐ The Ernesto Malave Merit Scholarship (there is an internship accompanying this scholarship see page 10)

**I. PERSONAL DATA**

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number or Student Identification Number: \_\_\_\_\_

## II. ACADEMIC INFORMATION

Current College: \_\_\_\_\_

Matriculation / degree program: \_\_\_\_\_

Current college attendance dates: \_\_\_\_\_

Total credits needed to complete degree: \_\_\_\_\_

Number of credits you are currently enrolled for (current semester): \_\_\_\_\_

Number of credits you plan to take in the spring semester: \_\_\_\_\_

Number of credits earned towards your degree (including current fall semester):  
\_\_\_\_\_

Grade Point Average: \_\_\_\_\_

## III. FINANCIAL ASSISTANCE INFORMATION:

Please state any other type of scholarships or financial assistance from any other sources you have received this semester: If none please leave blank.

Scholarship/Financial Aid	What Type?	Amount
<i>(Example)</i> CUNY Scholarship	CUNY Leadership Award	\$200.00

If more space is needed, please add an additional page.

#### IV. PERSONAL ESSAYS:

Include **two** typed original essays of no more than three hundred words **each**:

- 1) Three hundred (300) words stating why would you benefit from this scholarship and how do you believe you have earned it?
- 2) Three hundred (300) words stating your field of interest, current projects, future plans, etc.

#### V. RESUME:

Please attach your resume to the application.

#### VI. DOCUMENTATION:

Each *international student* application must be accompanied by:

- 1) I-20
- 2) A copy of the F1 Visa
- 3) A copy of the I-94 Card
- 4) A letter verifying eligibility from the International Student Advisor.
- 5) Form RF 702 \* (which can also be found at: <http://www.uss.cuny.edu/opportunities/rf-702.pdf> )
- 6) Form W-8BEN \* (which can also be found at: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> )

\* Both forms can be found attached to the application or at the links listed above.

Each application for *students with disabilities* must be accompanied by:

- 1) A letter verifying eligibility from the Director of Disability Services.

Each application from *The CUNY School of Law* must be accompanied by:

- 1) A letter from the Chair of the Scholarship Committee validating that their GPA meets the requirement of the scholarship being applied for. Additionally the letter should explain why the GPA does not appear on the transcript and should describe how first semester grades will appear.

**VII. DECLARATION FORM:**

**SCHOLARSHIP WAIVER**

I, \_\_\_\_\_, agree to permit access to all my registrar and bursar records that may be needed to verify eligibility for the Ernesto Malave Merit Scholarship or the University Student Senate Donald and Mary Ellen Passantino International Students & Students with Disabilities Scholarship.

Only the Chief Student Affairs Officer and key staff of the Central Office of Student Affairs, or designee, may have access to this information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**APPLICANT'S DECLARATION**

I, \_\_\_\_\_, declare that the information contained in this application is accurate and that I have not knowingly or willfully made false statements, or omitted information in connection with this application. I am well aware that if this information is found to be false or misleading, my application will be rejected and not considered for review.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# UNIVERSITY STUDENT SENATE (USS) CITY UNIVERSITY OF NEW YORK SCHOLARS INTERNSHIP PROGRAM

## Information

The University Student Senate Internship Program is a local internship program for students who are interested in a dynamic combination of advocacy and marketing work. The Program allows students to learn about the work performed by CUNY's official student governance organization charged with representing the students of CUNY.

The Program was established for students who wish to get involved with advocacy pertaining to Higher Education and student rights. Selected students are assigned to one of the 5 boroughs. The assignment of students to a borough is based on the college they are enrolled in, residence, interests, skills sets, etc. Once assigned, students perform substantive tasks such as Voter Registration, Student Government Awareness drives, representing USS at campus events and much more.

We are seeking responsible, proactive and motivated students who are eager to learn and make a meaningful contribution. The ideal applicants will be enthusiastic, great at multi-tasking, have a positive attitude, exceptional organizational skills and a strong commitment to teamwork.

Our interns will participate in a variety of projects, which may include:

- Contacting colleges, student organization and clubs to discuss event opportunities
- Distributing publications
- Managing Social Media Campaigns
- Assisting with event coordination
- Working directly with USS Staff on various projects and assisting with college relations
- Researching CUNY Students involvement in Events
- Administrative duties such as faxing, sending emails, etc.

The USS Ernesto Malave Merit Scholarship is accompanied with this Internship program that aims to equip participants with transferable working skills and teach the importance of civic engagement.

## KEY POINTS:

Students will intern 10-15 hours per week for 12 weeks

Students must keep a journal of their activities

Students must submit at least one confidential faculty recommendation and an official transcript with their application.

Interns must meet all requirements as outlined for the Ernesto Malave Merit Scholarship

All majors may apply

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## CHECKLIST

The following is a list of items necessary to complete the application for a USS scholarship. It is important that the applicant submit all the documentation required in order to ensure proper completion of application.

- ☐ Application
- ☐ 2 Letters of Recommendation
- ☐ 2 Personal Essays
- ☐ Resume
- ☐ An official letter verifying enrollment of the current academic year.
- ☐ An official transcript (first semester graduate students must include both graduate and undergraduate transcripts).
- ☐ Bursar receipts for the current spring and upcoming fall semesters.
- ☐ Signed *Declaration Form*

FOR INTERNATIONAL STUDENTS ONLY
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- ☐ I-20
- ☐ A copy of F1 Visa
- ☐ A copy of I-94 Card
- ☐ A letter verifying eligibility from your college International Student Advisor
- ☐ Form RF 702 (which can also be found at: <http://www.uss.cuny.edu/opportunities/rf-702.pdf> )
- ☐ Form W-8BEN (which can also be found at: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> )

FOR STUDENTS WITH DISABILITIES ONLY
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- ☐ A letter verifying eligibility from your college Director of Disability Services

FOR GRADUATE STUDENTS ONLY

We will require a copy of your degree audit. (For next year's applications)

**Submit completed application to Vice President of Enrollment Management and Student Affairs,  
Frese Hall, room 102.**