

TWU FORMER STUDENTS ASSOCIATION SCHOLARSHIPS

DIRECTIONS AND CHECKLIST:

The application process is now electronic. It is the applicant's responsibility to insure the application file is complete and e-mailed to fsa@twu.edu on or before **March 15, 2012**. The e-mail subject line should read: *Scholarship Application_Last Name_First Initial*; (Example: Scholarship Application_Smith_M).

Each attachment should be labeled in the same format; (Example: Personal Essay_Smith_M). Attach each required document to the e-mail separately with the exception of the letter of recommendation (see specific instructions for the letter of recommendation below). All items except the letter of recommendation need to be received by the deadline. Incomplete applications will not be considered. All applications should include the following items:

1. Application Form

Open application and complete form. Print and sign application in dark ink and scan completed application and e-mail with other required attachments or click SHARE in the top right hand corner and attach the other required documents.

2. Transcript(s):

You must have an overall GPA of 3.0 to qualify. Attach one current copy of your transcript(s) from TWU and/or other colleges and universities you have attended. If you are a freshman, please include your high schools transcript. Transcripts must be electronically scanned in order to attach as a document.

3. Personal Essay:

Attach a double-spaced typed essay of approximately 250 words. This is extremely important since it provides an introduction of you and your accomplishments; include your academic and professional goals, employment history, and experiences. Describe your contributions to your community and school as they relate to your personal and professional world view. Your essay should also explain your financial need.

4. Résumé:

Attach a formal résumé including professional goals; a list of previous colleges, universities, and schools attended; degrees received; honors received (including membership in honorary organizations); present and past scholarships or grants (include amount awarded and when funds were received); service to TWU, charities, organizations, churches, hospitals, along with your employment history that is relevant to the scholarship review process.

5. Letter of Recommendation:

One letter of recommendation from someone who knows your work, such as a high school principal, counselor, dean, department chair, major professor, advisor or teacher. The letter should attest to relevant accomplishments, professional and personal potential, work in courses and abilities and service to the department or university. The letter must be written on official letterhead and signed by the person who is recommending you as a candidate for the scholarship. Letters of recommendation can be mailed to the Former Students Association, P.O. Box 425725, Denton, TX 76204 or e-mail as an attachment and name as described above.