



EACH CHAPTER MUST SUBMIT THIS FORM ALONG WITH ITS **ONE** NOMINEE'S APPLICATION MATERIALS

ATTENTION CHAPTER OFFICER:

Verify that your Fellowship nominee's materials are in order by checking off each item below:

- Applications **MUST BE TYPED**.
- All six pages of chapter nominee's application are complete. Application was submitted to chapter on current form, 2012-2013. Any applications submitted on old forms should have been disqualified by the chapter. Should this not have been the case, and the application selected to represent the chapter in the national competition is on an older form, it will be disqualified in the national competition. Be sure the student's responses are confined to the space allotted on the application form.
- Transcripts are enclosed from **EACH** college or university attended by chapter's nominee. Original transcripts should be attached to the original application. Photocopies are acceptable for the remaining five needed. Transcripts ARE NOT to be in sealed envelopes.
- Nominee's standard test score reports (GRE, GMAT, MCAT, LSAT, etc.) or an example of creative work if test scores are not required (*six copies of creative work*) are included. A photocopy is acceptable for original. Interpretation sheets should also be included for accurate reading of scores.
- A completed Request Form and letter of recommendation from **ALL THREE (3)** references are enclosed. (*Please remove letters from sealed envelopes sent by the applicant, unfold and attach to original application. See below for the order in which materials should be assembled.*)
- The nominee has signed and dated page 6 of the application.
- The nominee is an active member (dues paid through March 31, 2012) or will be initiated into the Society before June 30, 2012.
- A chapter officer has completed and signed this Application Checklist and Transmittal Form below.
- ASSEMBLE NOMINEE'S ORIGINAL APPLICATION MATERIALS IN THE FOLLOWING ORDER:**
 - Application Form • Transcripts • Test Score Reports • Letters of Recommendation**Make FIVE additional packets (in the same order) and STAPLE the packets together in the upper left corner.**
- Included with chapter nominee's materials and this checklist is a list of the names of all qualified applicants who submitted applications to the chapter for this year's competition.

If the nominee has not yet been initiated, the chapter must submit the nominee's PRE form and initiation fees to Society Headquarters before June 30, 2012.

No award stipends or one-year memberships will be awarded without this information.

Number of Applicants: _____ Male: _____ Female: _____

This is to certify that _____ is our chapter nominee for the 2012-2013 Phi Kappa Phi Fellowship Program.

Signed _____ Date _____

Typed/printed name _____ Phone _____

Street Address (no P.O. Box or Hall address) _____

City _____ Zip _____

Chapter Officer's Position _____ E-Mail _____

Institution _____ Chapter # _____

Nominee's Date of Initiation _____

(If not already a member.)

It is highly recommended that the package be sent by a guaranteed carrier method (i.e., UPS, FedEx).

Fellowship Program
The Honor Society of Phi Kappa Phi
7576 Goodwood Blvd
Baton Rouge, LA 70806

CHAPTER NOMINEE'S MATERIALS MUST BE POSTMARKED NO LATER THAN APRIL 15, 2012.