

# Awards: Fellowship Application – Instructions

## ELIGIBILITY

1. Must be an active (dues paid) member through April 16, 2018, or have accepted the invitation to join and be initiated by June 30, 2018. To verify membership status, call (800) 804-9880, ext. 235.
2. Seeking full-time enrollment status in a graduate/professional school program to begin between May 1, 2018, and February 1, 2019.
3. You have not/will not have completed more than 9 hours of semester credits of graduate study in any field at application deadline.

## DEADLINES

- **Spring 2018** (*check with your local chapter for exact date*) – A complete packet must arrive at your local Phi Kappa Phi chapter on or before this date.
- Note that the early chapter deadline allows for each chapter to review submitted applications and to select the **ONE** applicant to represent the chapter as their nominee in the national competition.
- **April 16, 2018, at 11:59 PM CT** – Chapters are required to submit the materials of the ONE applicant they have selected as their nominee for the national competition to the Phi Kappa Phi national office via the online portal. **No materials can be submitted after the April 16 deadline.**

## INSTRUCTIONS TO APPLICANTS

1. OBSERVE DEADLINES. Remember that the application must be submitted to your Phi Kappa Phi chapter by the [chapter deadline](#).
2. Please answer every question as fully as space permits. Be clear, concise, complete, organized, and orderly in preparing your application.
3. Clearly identify your rationale for selection of the graduate institutions you have chosen.
4. Give attention to your personal statement. Include an explanation for your weaknesses or anomalies in your grade reports and “gaps” that exist in your record, e.g. periods of inactivity in your academic pursuits.
5. Exercise care in selecting the persons who will supply letters of recommendation. (Be sure to stress that letters must be typed and a single page in length.)
6. PROOFREAD your application.
7. **Complete the online application. Submit one original application packet and supplementary documents to your chapter in the following order: application form, sealed official transcript(s)\*, standardized test scores (if applicable), work sample, and two letters of recommendation in sealed envelopes.**
8. Maintain a copy of your application for your records. **Application materials will not be returned.**

*\*Official transcripts are required for each academic institution granting credit hours.*

## FELLOWSHIP RECIPIENTS WILL:

- Provide a high-resolution color photograph and a completed biographical sketch for publicity purposes.
- Pursue the proposed course of study at one of the institutions listed, unless prior approval of changes in plans is secured from the Fellowship Committee.
- Pursue graduate or professional study as a full-time student and maintain a high level of scholarship and good standing.
- Submit, on time, any reports required by Phi Kappa Phi and notify the national office of any circumstances that may significantly alter student status.
- Fellowship funds will be disbursed after July 1, 2018, after providing a complete Certificate of Registration.
- May defer (up to 2 years) to accept a Fulbright, Rhodes Scholarship, etc. A written request from the recipient with Selection Committee approval is necessary.