

THE HONOR  SOCIETY OF  
PHI KAPPA PHI

## FELLOWSHIP PROGRAM

For the support of students entering their first year  
of full-time graduate or professional study.

## Awards For Year 2011–2012

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### APPLICATION PACKET

*You will need three copies of the  
Letter of Recommendation Request Form found on the following page.*

**For further information:**

(800) 804-9880, ext. 35

Fax: (225) 388-4900

E-mail: [mdavis@phikappaphi.org](mailto:mdavis@phikappaphi.org)

[PhiKappaPhi.org](http://PhiKappaPhi.org)

The Honor Society of Phi Kappa Phi  
LETTER OF RECOMMENDATION REQUEST FORM

Those supplying recommendation—please return request form with your  
 letter of recommendation in a sealed envelope to the applicant.

*First part to be completed by applicant*

Name of Applicant \_\_\_\_\_

Name of Person Recommending Applicant \_\_\_\_\_

*(Optional)* I hereby waive my rights of access to this confidential evaluation report, as provided in the Family Educational Rights and Privacy Act of 1974.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**INSTRUCTIONS TO PERSON PROVIDING LETTER OF RECOMMENDATION**

The above applicant has identified you as one who knows and can evaluate his/her qualifications for a Phi Kappa Phi Fellowship. **In no more than 350 words (must be typed)**, please indicate your impressions of the applicant's (1) scholarship with particular reference to capacity for original work as a graduate student; (2) character and personality attributes, or other observations that will assist in appraising the applicant's probable success in advanced study and in potential career contributions. Print the letter on your letterhead and attach it to this sheet. **Please fill in the blanks and sign on the bottom part of this page.**

- I have known the applicant for a period of \_\_\_\_\_ years and/or \_\_\_\_\_ months.
- I have served as the applicant's \_\_\_\_\_ teacher in one class \_\_\_\_\_ teacher in several classes  
 \_\_\_\_\_ department chair \_\_\_\_\_ academic advisor  
 \_\_\_\_\_ Other, explain \_\_\_\_\_
- Among approximately \_\_\_\_\_ senior students I have known in this field over the past \_\_\_\_\_ year(s), I would rank this applicant in the upper \_\_\_\_\_ %.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*Please return this request form with your letter of recommendation in a sealed envelope to the applicant,  
 with the following typed in the mailing address section of the envelope:*

**RECOMMENDATION FOR (APPLICANT'S NAME)  
 THE HONOR SOCIETY OF PHI KAPPA PHI  
 2011-2012 FELLOWSHIP PROGRAM**

**Phi Kappa Phi Fellowship Program**  
**GENERAL INSTRUCTIONS AND ADVICE TO APPLICANTS**  
**for Completing Fellowship Application**

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Before completing the Fellowship application, carefully read all instructions and information that follows and review the Phi Kappa Phi Fellowship Fact Sheet.

### DEADLINES

**April 1, 2011** — A complete application must arrive at your local Phi Kappa Phi chapter on or before this date. A complete application consists of:

- Six-page 2011–2012 Application Form
- Official Academic Transcripts
- Standard Test Score Reports (GRE, GMAT, MCAT, LSAT, etc.). If test scores are not required, attach a copy of one or two pages from your portfolio or an example of your creative work, e.g. CD, DVD, slides, or several pages of a manuscript.
- Three Letters of Recommendation

Note that the April 1 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 15, 2011**— Chapters are required to submit the materials of the ONE applicant they have selected as their nominee for the national competition to Phi Kappa Phi Society Headquarters so that it is postmarked on or before the April 15 deadline. **Any materials postmarked after the April 15 deadline will be disqualified.**

### INSTRUCTIONS TO APPLICANTS

1. **OBSERVE DEADLINES.** Remember that the application must be submitted to your Phi Kappa Phi chapter by the April 1 chapter deadline.
2. Do not use application forms from previous years. Only Application Form will be accepted. No others will be considered for the competition.
3. **Applications must be typewritten.**
4. Type all material in no smaller than a 10-point font size.
5. Please answer every question as fully as space permits. **Do not add supplemental sheets** other than transcripts, standardized test score reports or creative work, and letters of recommendation.
6. Be clear, concise, complete, organized, and orderly in preparing your application.
7. Complete all sections of the application form and include all appropriate and relevant information.

8. Clearly identify your rationale for selection of the graduate institutions you have chosen.
9. Give attention to your personal statement. Include an explanation for weaknesses or anomalies in your grade reports and “gaps” that exist in your record, e.g., periods of inactivity in your academic pursuits.
10. Exercise care in selecting the persons who will supply letters of recommendation. Be sure to stress to them that letters must be typed.
11. **PROOFREAD** your application.
12. Submit **one original and five copies** of your application and supplementary documents (except for sealed transcript(s) and Letters of Recommendation) to your chapter.
13. **ASSEMBLE ORIGINALS IN THE FOLLOWING ORDER:** Application Form, Transcripts (sealed), Test Score Reports, Letters of Recommendation in sealed envelopes. (Your chapter officer will open and make copies of sealed documents.)
14. Complete the Applicant Checklist and read and sign the *Applicant's Certification* on page 6. This indicates that should you be selected to receive a Phi Kappa Phi Fellowship, you understand and accept the responsibilities, obligations, conditions, and possible causes of revocation of the award.
15. Maintain a copy of your application for your records. *Application materials will not be returned.*

### IF SELECTED TO RECEIVE A PHI KAPPA PHI FELLOWSHIP

Recipients of Phi Kappa Phi Fellowships will be required:

- To provide a recent original color photograph and a brief biographical sketch for publicity purposes.
- To 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.
- To pursue graduate or professional study as a full-time student and to maintain a high level of scholarship and good standing.
- To submit, on time, any reports required by Phi Kappa Phi and to notify the Society Headquarters of any circumstances that may significantly alter student status.
- At the completion of the Fellowship year, to submit within 30 days a summary report of accomplishment (approximately 350 words) to the Society Headquarters.
- Fellowship grant funds will be disbursed once the Society has received the completed certificate of registration form.

**NOTE:** This application may be completed (but not submitted) online at [PhiKappaPhi.org](http://PhiKappaPhi.org). For more information, call Society Headquarters at 1-800-804-9880, ext. 35.

# PHI KAPPA PHI

## APPLICATION FOR FELLOWSHIP FOR ACADEMIC YEAR 2011-2012

*Submission to Chapter Deadline: April 1, 2011*

### APPLICANT INFORMATION

Male  Female

Active Member?

Yes  No

*(annual dues paid through March 31, 2011)*

2012 New Initiate

Name: \_\_\_\_\_  
*first middle last*

Phi Kappa Phi Chapter Affiliation: \_\_\_\_\_  
*chapter/institution name chapter #*

Preferred Mailing Address: \_\_\_\_\_  
*number and street*

\_\_\_\_\_ *city state zip code*

Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Undergraduate Field(s) of Study (Major): \_\_\_\_\_

Minor (if applicable): \_\_\_\_\_

Degree: \_\_\_\_\_ Date Degree Expected: \_\_\_\_\_

Proposed Field of Graduate or Professional Study: \_\_\_\_\_

Graduate or Professional Degree(s) to be pursued (i.e., Ph.D., M.Ed., M.D., etc.): \_\_\_\_\_

Please indicate how you learned about the Phi Kappa Phi Graduate Fellowship Competition (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Local Phi Kappa Phi Chapter Officer | <input type="checkbox"/> College/University Office             |
| <input type="checkbox"/> Announcement Poster                 | <input type="checkbox"/> <i>Phi Kappa Phi Forum</i> (magazine) |
| <input type="checkbox"/> Phi Kappa Phi Web site              | <input type="checkbox"/> <i>Monthly Mentions</i> (E-zine)      |
| <input type="checkbox"/> Phi Kappa Phi E-Mail                | <input type="checkbox"/> Chapter Workshop                      |
| <input type="checkbox"/> From Headquarters                   | <input type="checkbox"/> Phi Kappa Phi Information Fact Sheet  |
| <input type="checkbox"/> From Chapter                        | <input type="checkbox"/> Faculty Member                        |
| <input type="checkbox"/> Friend                              | <input type="checkbox"/> Other, explain _____                  |

### SUMMARY OF EDUCATIONAL BACKGROUND

(Include only post-high school institutions: academic, professional, technical, etc.) Note: The applicant may not have earned credit for a full term of graduate study or its equivalent in any field prior to the 2011-2012 academic year.

#### List All Institutions Attended:

Name & Location	Dates Attended	GPA (on 4.0 scale)	Degree(s), Certificate(s) or Diploma(s) received or expected and approximate date(s)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**A. LETTERS OF RECOMMENDATION**

Indicate below the names, positions and phone numbers of three university professors or other persons who are able to attest to your academic ability, personal qualities, and achievements in letters of recommendation.

It is your responsibility to request **typed** letters of recommendation from these three individuals. To do this you must provide them with a copy of the **Recommendation Request Form** from this packet and ensure that the completed Form is returned to you **in a sealed envelope so that you may submit it with your application.**

1) \_\_\_\_\_  
*name* *position and field (if applicable)* *phone number*

2) \_\_\_\_\_  
*name* *position and field (if applicable)* *phone number*

3) \_\_\_\_\_  
*name* *position and field (if applicable)* *phone number*

**B. ACADEMIC RECORD.**

Transcripts or other official evidence of academic record at all college or university-level institutions attended **must** be submitted as a part of the application. **Summarize** your record below, grouping by subjects such as mathematics, languages, history, etc. List the number of semester or quarter hours in which you received an A, B, C, or D in each subject group. Leave blocks blank when not applicable. If grading systems are different, make necessary adjustments.

SUBJECT GROUPS	Number of Semester or Quarter Hours by Grade						
	A	B	C	D	PASS OR UNGRADED	CLEP OR ADV. CR.	FAILED

TOTALS \_\_\_\_\_

**C. HONORS PROGRAM INFORMATION**

Does your institution have an honors or curriculum enrichment program? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If so, did you participate? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If **yes**, describe the nature of your involvement, including honors thesis, projects, etc.

If **no**, explain why you did not participate.

Identify research and/or creative endeavors in which you have participated.

**D. ACADEMIC RECOGNITION AND AWARDS**

List all your academic awards, recognitions, honors received as an undergraduate: scholarships, research grants, publications, juried shows, recitals, etc.

**E. UNDERGRADUATE AND COMMUNITY ACTIVITY AND LEADERSHIP**

List activities in which you have participated since high school graduation (cultural, service, athletic, political, volunteer, employment) and leadership roles both on campus and in the community. Give dates and estimates of time (e.g., hours per week) involved in each activity. Distinguish between ongoing and one-time commitments.

1. On the campus:

2. In the community:

**GRADUATE STUDY PROSPECTS**

**A. TEST SCORES**

List your **percentiles** for all scored sections of the GRE, GMAT, MCAT, LSAT, DAT, or other appropriate tests for graduate admission. You are encouraged to take the appropriate standardized test for your discipline. Attach a copy of the test score report(s) and score interpretation sheet(s) (including any sheets verifying score percentiles). A photocopy of the report is acceptable.\* If test scores are not required, then attach a copy of one or two pages from your portfolio, or you must submit an example of your creative work (e.g., a CD, DVD, slides, or several pages of a manuscript).

**\* You must submit six copies**

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**B. GRADUATE STUDY PLANS**

List, in order of preference, three institutions of higher education that you are prepared to attend. Your specific reasons for selecting each institution are requested. You should have verified that you have a reasonable chance of being admitted to these institutions. Please remember that all awards are contingent upon attendance at one of the institutions listed unless approval to attend another institution is granted by the Fellowship Committee based on adequate justification.

NAME OF INSTITUTION

CITY/STATE

**1st Choice:** \_\_\_\_\_

Reason for selection:

Application status (Applied, accepted, etc.) \_\_\_\_\_

**2nd Choice :** \_\_\_\_\_

Reason for selection:

Application status (Applied, accepted, etc.) \_\_\_\_\_

**3rd Choice:** \_\_\_\_\_

Reason for selection:

Application status (Applied, accepted, etc.) \_\_\_\_\_

**Other Choices:** To what other colleges/universities have you applied? List them (in no particular order).

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**PERSONAL STATEMENT**

Describe your educational and career goals and personal factors that have influenced your decision to pursue graduate or professional study. Limit your statement to the space provided using a minimum 10-point font.

## APPLICANT'S CHECKLIST

To the applicant: Be sure that your application is complete by checking the following list:

- \_\_\_\_\_ All six pages of the application are complete. (Use only the current application.) Be sure your responses are confined to the space allotted on the application form. Do not add supplemental sheets other than those requested. **Any additional materials will be ignored.**
- \_\_\_\_\_ Transcripts are enclosed for EACH college, university, or other post secondary institution attended in separate, sealed envelopes. (Your chapter officer is responsible for making five copies of transcripts.)
- \_\_\_\_\_ Reports of standardized test scores and percentile rankings (GRE, GMAT, MCAT, LSAT, etc.) are included. (If you have taken the test, but not yet received the report, indicate on page 4, item A, the examination date and forward a copy of the results to the Phi Kappa Phi Society Headquarters immediately upon receipt.)
- \_\_\_\_\_ Portfolio pages or samples of creative work (if applicable per instructions on page 4) included (**six copies of each**).
- \_\_\_\_\_ You have not/will not have completed the equivalent of a semester or more of graduate study in any field.
- \_\_\_\_\_ Three letters of recommendation in separate, sealed envelopes. (Your chapter officer is responsible for making five copies of the letters.)
- \_\_\_\_\_ You must be an active member (dues paid) through March 31, 2011, or have accepted the invitation to join and have been initiated by June 30, 2011. Verify membership status by calling 800-804-9880 ext. 35.
- \_\_\_\_\_ You have read, signed, and dated the certification statement below.

## APPLICANT'S CERTIFICATION

I hereby apply for a Phi Kappa Phi Fellowship and, if selected, specifically agree to comply with the following stipulations, and understand that failure to do so may result in the revocation of the Fellowship:

1. To pursue the proposed course of study at one of the institutions that I have listed, unless prior approval of changes in my plans is secured from the Society Fellowship Committee.
2. To pursue graduate or professional study as a full-time student and to maintain a high level of scholarship and good standing.
3. To submit an original color photo and brief biographical description for publicity purposes, which may include, but not be limited to, press releases, advertisements, Phi Kappa Phi publications both print and electronic, and any other venues used to promote and educate about The Honor Society of Phi Kappa Phi and/or its awards programs.
4. To submit, on time, any reports required by Phi Kappa Phi and to notify the Society Headquarters of any circumstances that may significantly alter my student status.
5. At the completion of the Fellowship year, to submit within 30 days a summary report of accomplishment (approximately 350 words) to the Society Headquarters.

I understand that The Honor Society of Phi Kappa Phi assumes no responsibility or obligations whatsoever beyond providing the amount of the award.

I understand that should I be unable to accept an award, the award may be granted to another nominee.

I have examined this application and certify that all information given in it is complete and accurate to the best of my knowledge. I have attached all required documents.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

### REMEMBER!

**Application must reach your Phi Kappa Phi chapter no later than April 1, 2011.**

Chapters then identify from their pool of applicants the ONE applicant to represent the chapter in the national competition. Chapters must send their nominee's application materials to the Society Headquarters postmarked no later than April 15, 2011.