Scholarship Application Instructions
Submission Deadline: 5 p.m. Thursday, January 15, 2015

**Step 1: Confirm that you meet the following eligibility requirements**

1. Accepted into an undergraduate or graduate degree program in the College of Health and Human Services. (Preference given to female students.)
2. Maintain an undergraduate 3.3 (B+) IPFW program grade-point average or better at the end of Fall 2014 semester or, if a graduate student, maintain a 3.3 grade-point average for current graduate degree.
3. Continue in the degree program through the fall and spring semesters of the following academic year with the intent to graduate in Spring 2016 or later.

**Step 2: Gather the following information**

1. **Completed application form. PLEASE TYPE.** An electronic file of the application is available at ipfw.edu/tapestry-scholarships.
2. Undergraduate students - A **degree evaluation or degree audit** after all your grades for the Fall 2014 semester have been received:

<table>
<thead>
<tr>
<th>Instructions for students who entered IPFW prior to Fall 2012: Degree Evaluation</th>
<th>OR</th>
<th>Instructions for students who entered IPFW Fall 2012 or later: Degree Audit</th>
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</thead>
<tbody>
<tr>
<td>A. Log onto my IPFW.</td>
<td>A. Log onto my IPFW.</td>
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<tr>
<td>B. Choose the Enrollment tab.</td>
<td>B. Choose the Enrollment tab.</td>
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<tr>
<td>C. In the Registration Tools box, click “IPFW Unofficial Degree Evaluation.”</td>
<td>C. In the myBLUEprint box, click “Login to myBLUEprint Degree Audit.”</td>
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<td>D. Select Fall 2014 term.</td>
<td>D. Select the “Worksheets” tab.</td>
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<tr>
<td>E. For your current degree program, choose “Generate New Evaluation” at the bottom of the screen.</td>
<td>E. Click “What If” on the left side of the screen.</td>
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<td>F. On the next screen, click the radio button next to the name of your program, choose Term: Fall 2014, remove the checkmark from “Use In-Progress Courses,” and then click “Generate Request.”</td>
<td>F. For the Academic Year, select “Fall 2014.” For the Program, select your current degree program, and then click “Process What-If.”</td>
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<td>G. Print the results.</td>
<td>G. Print the results.</td>
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<td>H. Your IPFW PROGRAM GPA will be listed in the row entitled “Program GPA” or “Area GPA” under the column “Used.” The credit hours you have completed toward your degree to date will be listed in the row entitled “Total Required” under the column “Used.” You are required to transfer this information to the program GPA and program credit blanks on the application.</td>
<td>H. Your IPFW PROGRAM GPA will be listed in the row entitled “Associate of Science” or “Bachelor of Science” as “Degree GPA.” The credit hours you have completed toward your degree to date will be listed in the same row as “Credits Earned.” You are required to transfer this information to the program GPA and program credit blanks on the application.</td>
<td></td>
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<tr>
<td>I. Review your degree evaluation for accuracy and make note of any missing or inaccurate data.</td>
<td>I. Review your degree audit for accuracy and make note of any missing or inaccurate data.</td>
<td></td>
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</tbody>
</table>
3. **Graduate students only:** Please report your final undergraduate GPA from the university from which your baccalaureate degree was granted and a copy of your current transcripts that includes Fall 2014 semester grades.

4. A **list of all scholarships, grants and awards** received and/or anticipated for both the 2014-15 and 2015-16 academic years with actual and/or estimated dollar amounts of each scholarship, grant, and award and the awarding organization.

5. A current résumé including volunteer and leadership experience.

6. An **official transcript from all post-secondary institutions** which you have attended, including IPFW. To request an official transcript, contact each post-secondary institution and request that they send an official transcript directly to the following:
   
   Creasie Hill  
   Indiana University-Purdue University Fort Wayne, Neff 142  
   2101 E. Coliseum Blvd  
   Fort Wayne, IN 46805-1499  
   Phone: 260-481-6967  
   Fax: 260-481-5767  
   All transcripts must be received by the application deadline of January 15, 2015.

7. **Three short essays,** maximum length of 250 words each, describing each of the following: (Attention to spelling and grammar is important!)
   - Essay 1 - Your leadership experience and how it impacts or will impact your career in the Health and Human Services field.
   - Essay 2 - Your commitment to your Health and Human Services program, including applicable employment, volunteer work, and/or membership in related organizations.
   - Essay 3 - Your career goals and how this scholarship will help you meet those goals.

**Step 3: Submit the above materials**

Completed application and attachments are due by 5 p.m. **Thursday, January 15, 2015** to the secretary in the College of Health and Human Services Office of the Dean (Neff 142). To verify receipt of application materials call Creasie Hill at 260-481-6967. For more information about the scholarship, call Cheryl Duncan at 260-481-6146.

**Incomplete or late applications will not be considered. (This includes all transcripts.)**
Scholarship Application Form

Student Information
Please type.
Student Name: ____________________________________________

Mailing Address: ____________________________________________

City, State, Zip: ____________________________________________

Phone No.: __________________________ IPFW Student ID No.: ________

IPFW Email Address: ____________________________________________

College of Health and Human Services major: ____________________________

Anticipated semester of graduation from IPFW: ____________________________

Undergraduate students only: Program GPA at the end of fall ’14 semester: _________ with _________ program credit hours earned. (Program GPA is found on your degree evaluation. See Scholarship Application Instructions.)

Graduate students only: Please report your final undergraduate GPA from the university from which your baccalaureate degree was granted: __________. Graduate GPA at the end of fall ’14 semester (if applicable): ________ with ________ graduate credit hours earned.

Scholarship, Grant and Award Information
List all scholarships you have received and/or anticipate receiving for both the 2014-15 and 2015-16 academic years. If you are not receiving scholarships for either academic year, please indicate “Not Applicable” on the first line immediately below. Additional pages may be used.

<table>
<thead>
<tr>
<th>Scholarship, Grant or Award</th>
<th>Awarding Organization</th>
<th>School Year</th>
<th>Amount</th>
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Student Acknowledgement
I, __________________________, acknowledge that the information listed above and contained in the attached application materials is accurate and truthful. If I am selected to receive a scholarship, I will be required to complete a video interview prior to the Tapestry Event (date to be determined) and attend Tapestry: A Day for You on Friday, April 24, 2015.

Signature of Student: ____________________________________________ Date: __________
Scholarship Application Tips

General
- Read the complete application and instructions prior to beginning completion. Make note of the needed transcripts. Be sure to allow adequate time to obtain those by the deadline. Incomplete or late submissions will not be accepted.
- Strategize. Think about who is offering the scholarship. How was the money raised? What will the donor likely expect of a recipient? Confirm your understanding of the background of the scholarship. Do not fabricate experiences or intentions, but do attempt to relate to the scholarship selection committee. Stress those aspects in you that you believe the scholarship committee is seeking in a recipient. Review the Tapestry website at ipfw.edu/tapestry.
- Know the proper name of your university, College/School, your department, and your major.
- Know what degree you are seeking, BS, AS, BA. Know the difference between these degrees. Do not say that you are seeking a BA in a program that only offers BS.
- Make sure everything is spelled, punctuated, and capitalized correctly and consistently. For example, do not capitalize Dental Hygienist in one sentence and then use lower case “dental hygienists” in the next sentence.
- Ask experts in proper English composition, grammar, and punctuation to read your résumé and essay. Prior to their review, indicate to them that they should be critical and point out areas for improvement.
- If using acronyms in text, make sure that these acronyms are understood by people you do not know, who do not know your field of study, or members of the scholarship selection committee.
- Make sure that plural, singular possessive, and plural possessive are punctuated correctly where appropriate.

Essay
- Address what is asked with the number of words allotted. If you do not understand the meaning of the request, contact appropriate personnel for clarification.
- Re-read what you have written. Does it make sense? For example, do not start a paragraph with a sentence that informs the reader of your difficulty in transitioning to the university, fail to discuss the difficulty in the paragraph, and then end the paragraph with a sentence stating that your transition was easy.
- It is appropriate to discuss why you need the scholarship.
- Don’t whine. Scholarships celebrate merit and positive citizenship. In essays, do not gripe about such things as working so hard that you don’t get to go to parties.

Résumé
- For scholarships, it is important to consider targeting volunteer work, community involvement, team work, experience in your area of degree pursuit, and athletics.
- Under the heading of EDUCATION, when you have not yet received a degree, note an expected graduation date and list that date as “expected.”
- In a chronological listing of work experience, the order is normally from most recent to earliest experiences.

Application
- Sign as requested and submit everything requested.
- Make sure your name is on every page. Materials can be dropped unintentionally and paperwork mixed with the submissions of others. Number the pages: Page 1 of 3, for example.
- Include appreciation for the opportunity to submit an application and consideration.