



## Annual Scholarship Program Application Instructions and FAQ

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If you have additional questions, please contact Kristen at [kjackson@sigmadeltatau.org](mailto:kjackson@sigmadeltatau.org) or (317) 846-7747

### General Information

- 1. When is the application available for Sigma Delta Tau Foundation scholarships?**  
The 2019 *Sigma Delta Tau Foundation Scholarship* program opens December 1, 2018 and remains open until midnight EST on March 1, 2019.
- 2. How do I apply?**  
The application can be accessed only when the portal is open. Visit the Scholarship webpage for more information and to access the online application. The link will be LIVE December 1, 2018 through March 1, 2019 only. If you are a first time user, you will be prompted to create an account.
- 3. What if I applied last year using SmarterSelect and don't remember if I have an account?**  
Previous users can log in with the email they used to create their personal account. Click the "Forgot Password" link if you do not remember your original password.
- 4. What criteria is used for selection?**  
Reviewer scores are based on a combination of factors, including academic merit, leadership and participation in SDT, and campus and community service involvement. Special consideration is given to sisters needing financial assistance. Personal essays and recommendation letters also weigh heavily.
- 5. Who selects the recipients?**  
The evaluation of all candidates is done by members of the Sigma Delta Tau Foundation Scholarship Committee using established guidelines and scoring rubrics with review by the Foundation Scholarship Chair and Foundation Director.
- 6. How many scholarships are awarded each year?**  
The number and amount of scholarships vary from year to year.

### Eligibility

- 1. Who can apply?**  
Scholarships are available to all initiated members of Sigma Delta Tau who are full time students in a college degree program. Undergraduates must be members in good standing for at least one academic year, initiated in spring 2018 or before. Graduate applicants must have been in good standing as undergraduates. Sisters who have already received **two** SDT Foundation scholarships are ineligible.
- 2. I was just initiated last spring (2018). Am I eligible to apply?**  
Yes, you are eligible to apply because the scholarship awards cycle ends July 1, 2019, allowing you to

meet the one academic year of SDT membership requirement.

3. **Can I reapply if I was unsuccessful in the past?**  
Yes, of course! The number of applicants and competition vary from year to year, and you may qualify in the new cycle.
4. **Can I apply if I have already been awarded a scholarship?**  
Yes, you can receive up to two scholarships from the SDT Foundation.
5. **I am a member of a chapter that has a scholarship and/or am studying in a field that has a specific scholarship. Should I apply for a specific scholarship?**  
You will be considered for all scholarships for which you qualify. We have had multiple winners from the same chapter in which only one candidate received the chapter scholarship, but the other applicants of the same chapter received other scholarships.
6. **I am currently an undergraduate but plan to attend graduate school next year. Which application should I use?**  
Submit the Graduate application.
7. **Can I apply for a Graduate scholarship if I do not know the school I am going to attend?**  
Yes! Just list the schools you have applied to. If awarded a scholarship, you will be asked to submit your acceptance letter and proof of registration.
8. **Which application should I use if I am not graduating in four years?**  
If you have not yet received your undergraduate degree, use the Undergraduate application.
9. **Is there a minimum GPA to apply?**  
Yes, the minimum cumulative GPA is 2.5 on a 4.0 scale. Your academic record and any honors received will be reviewed during the evaluation process.
10. **Can I use the Sigma Delta Tau Foundation scholarship to cover membership dues and chapter fees?**  
No. Scholarships can only be used to support academic expenses, including tuition, course related fees, textbooks, and other materials required for course enrollment. Scholarships cannot be applied towards room and board. As a 501c(3) nonprofit, the SDT Foundation cannot support Greek specific expenses, such as membership dues and chapter assessments.
11. **Will all applicants receive an award?**  
Unfortunately, we are unable to award a scholarship to each deserving candidate. We typically have more applicants than available funding. You may reapply the next year.

## Application Information

1. **Do I have to complete my application in one session?**  
No. You can save your application and return to it when you have more time.
2. **What key information do I need to have available when I apply?**
  - current transcript and cumulative GPA
  - financial information
  - contact information for at least one individual who will complete a letter of recommendation on your behalf
  - personal essay
  - high resolution photo to be used for successful applicants for promotional purposes. Your photo will not be available to those assessing the applications.

3. **What is meant by official cumulative GPA?**  
Members should report their cumulative GPA based on the most recently available academic period and should report the two digits beyond the decimal. No rounding is permitted. Verification of GPA and enrollment will be requested from those who are selected to receive a scholarship award. Students are expected to report accurate and truthful information. Any student found to have knowingly reported false information will be deemed ineligible.
4. **What financial information is needed?**  
**Undergraduates:** Family and personal income, FAFSA information, scholarships and grants received, outstanding loans, and loans applied for the upcoming year. **Graduates:** Spousal (if applicable) and personal income, FAFSA information, grants scholarships received, outstanding loans, and loans applied for the upcoming year. Applicants do not need to provide this information if not applicable. All applicants are also asked to complete an estimate of financial need that comprises expected educational costs and sources of income to pay expenses and explain how they intend to make up the shortfall. We suggest you assemble this information before you start the application, so you have it ready when you apply online.
5. **What is FAFSA?**  
The Free Application for Federal Student Aid (FAFSA) is a form that can be prepared annually by prospective college students (undergraduate and graduate) to determine their eligibility for student financial aid. Learn more: <https://fafsa.ed.gov/>
6. **How do I submit my application?**  
Once you have completed each page of the application and entered an email address for your recommendation letter, you can click the Submit Application button.
7. **Can I update my application once I click “Submit Application”?**  
Yes, you can access it up until the portal closes on March 1, 2019. if you need to make a revision.
8. **What if I don’t know an answer to a question on the application?**  
You need to take the time to find the answer so your application can be completed. **Incomplete applications will not be considered.**
9. **Will I receive a confirmation when my application is submitted?**  
Yes, once your application is created and submitted you will receive confirmation.

## Supporting Documents

1. **What documents do I need for my application?**  
You will need to provide your latest transcript that includes grades from the Fall semester 2018, recommendation (through request to your reference online), and a high-resolution photo to be used in Foundation promotional literature to publicize winners. A personal essay is also required, which will be written online.
2. **Who should provide the recommendation?**  
Your chapter advisor should submit a reference on your part. If a graduate applicant has been out of school for several years, she may request a recommendation from an employer, academic advisor or professor, mentor, or SDT alumna but again, an individual affiliated with SDT is encouraged.
3. **Why do I need a verified email address of the person who will be providing my recommendation?**  
You will be asked to provide it while completing the application online. Those providing references will receive a link to the recommendation form using the email address you submitted. You will receive an email confirmation once the recommendation has been received. If you do not receive the confirmation or you contact your reference and they have not been sent the link, contact Kristen at [kjackson@sigmadeltatau.org](mailto:kjackson@sigmadeltatau.org). You are responsible for making sure we receive your recommendation.

If we do not, your application will be considered incomplete and will not be accepted.

**4. What is required in the personal essay?**

The essay will be written online. You will be asked to explain why you need this scholarship. Include information about yourself and family, what SDT means to you, and your future career goals in 750-1000 words. Your essay should be well-written and edited prior to submission, as it will be used during evaluation. We encourage you to prepare your essay before you write it online.

## **Important Dates/Recipient Notification**

**1. When is my scholarship application due?**

The application is due midnight EST on March 1, 2019.

**2. What is the deadline for my letter of recommendation to be submitted?**

The recommendation should be received by March 15, 2019.

**3. When will I be notified if I have been chosen or not?**

All applicants will receive notification regardless of the decision before July 1, 2019. Successful applicants will receive instructions via email or letter to complete in order to receive the award. Your contact information should be updated if you will not have access at your physical address or to the email you provided on the application during this time.

**4. When are scholarship funds dispersed?**

Scholarship checks will be mailed to the bursar's office at your school once you have completed recipient instructions, typically August 2019.