



United University Professions College Scholarship Fund

2010 GUIDELINES AND APPLICATION

Guidelines:

1. Applicants must be currently registered, full-time undergraduate students carrying at least 12 credits at a state-operated campus of the State University of New York (SUNY). Applicants must possess the qualities and values represented by the United University Professions (UUP) College Scholarship: a dedication to the goals of the trade/labor-union movements; integrity; a tireless quest for excellence in both academic and personal endeavors; and service to the community.
2. Applicants must submit a copy of their bursar's receipt for the current semester to certify their full-time status and official transcript(s) from each college/university attended.
3. At the time of application, applicants must have completed at least sixteen (16) credits at any branch of SUNY with a cumulative grade-point average of at least 3.75.
4. Applicants must provide evidence of their good character, service to SUNY, the community, and/or their respective colleges by letters and/or other documentation.
5. The UUP College Scholarship Selection Committee will review all applications and select those candidates to be interviewed. Finalists will be interviewed by the Trustees or their designees.
6. The number of scholarships awarded shall be determined solely by the Trustees.
7. The UUP College Scholarship provides a one-time award of \$2,000.00.
8. All applicants are entitled to equal consideration.
9. UUP College Scholars may be required to authorize the release of their college records to show proof of continuing full-time status.

Application:

1. Complete the application form, and attach the Applicant's Statement.
2. The application must be **received in the UUP office no later than March 1.** UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. Type or print in *black ink only* the information requested.
3. Sign the Statement of Affirmation.
4. Send your completed application form to:

UUP College Scholarship Fund
c/o United University Professions
P.O. Box 15143
Albany, NY 12212-5143

Transcripts:

It is the applicant's responsibility to see that an official transcript is sent by the college registrar and **received by the Trustees in the UUP office no later than March 1.** UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. If the applicant has earned 35 or more credits within the past five years from another institution(s), including other units of SUNY, a transcript(s) from the institution(s) must also be provided.

Letters of Evaluation:

The Trustees of the UUP College Scholarship Fund place a great deal of emphasis on Letters of Evaluation in making their final determinations. Therefore, it is important for applicants to select evaluators who are familiar with their character and their contributions, and who can address these attributes in the context of the ideals of organized labor.

1. Although applicants are required to submit only three Letters of Evaluation, it is suggested that applicants distribute at least four copies of the Letter of Evaluation form to be sure the required three letters reach the Trustees within the time limit.
2. Applicants should make every effort to personally contact each individual asked to write a Letter of Evaluation and should follow up with references to ensure they have forwarded their recommendations.
3. Applicants should sign the Waiver Statement if they do not wish to see their Letters of Evaluation under the Federal Educational Rights and Privacy Act of 1974. If they choose **not** to waive their rights, the applicants should not sign the Waiver Statement.

Interview Procedure:

Scholarship finalists are required to interview with the UUP Scholarship Selection Committee. The interview is typically scheduled the first week in June. If you cannot make the interview, you will not be considered.

Notification:

Recipients, as well as non-recipients, of the UUP College Scholarship Awards will be notified by mail of the Trustees' decision by the end of August. The Trustees' decision will be final.

All materials submitted remain the property of the UUP College Scholarship Fund and will not be returned.

My specific role: _____	College Credit: (Y) __ (N) __		
2. Activity: _____	Dates: _____	Awards: _____	College Credit: (Y) __ (N) __
My specific role: _____	College Credit: (Y) __ (N) __		
3. Activity: _____	Dates: _____	Awards: _____	College Credit: (Y) __ (N) __
My specific role: _____	College Credit: (Y) __ (N) __		

Applicant's Last Name	First	Middle

List other activities (highlighting leadership positions), dates of participation, and awards if any.

B. Other Activities (community, religious, etc.):

1. Activity: _____ Dates: _____ Awards: _____

My specific role: _____

2. Activity: _____ Dates: _____ Awards: _____

My specific role: _____

3. Activity: _____ Dates: _____ Awards: _____

My specific role: _____

Employment Record: Include any paid activity in college as well as all outside employment.

List the jobs you have held, starting with the most recent: _____

Letters of Evaluation:

It is the applicant's responsibility to obtain Letters of Evaluation from three individuals in positions of leadership/supervision who can attest to the applicant's contributions to the college, university, and/or the community. Photocopy the Letter of Evaluation form on the back page of this application, complete the top of each form, and distribute the form to your references. (Letters may also be written on a separate sheet of paper but must be attached to a copy of the form printed on the back page.) At least one letter should be from a member of the instructional staff of the college or university you attend and should evaluate both your academic performance and contributions. A second letter should be from someone who can evaluate your leadership and service to the community.

List Reference Writers:

	Name	Title	Institution
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

APPLICANT'S STATEMENT

In 400-600 words, write a personal statement discussing your life experiences, goals, and commitment to social issues and traditional union values. Your essay should focus on how these make you uniquely qualified to receive a labor-sponsored scholarship award. Type your statement, double-spaced, on 8 1/2 x 11 paper, and attach it to this application form. Be sure to include your name on the statement.

Statement of Affirmation:

I affirm that, to the best of my knowledge, all information and statements provided in this application are complete and accurate. I also agree to supply all academic records and other supporting materials requested by the Trustees, and I understand that failure to do so will disqualify me from further consideration for a scholarship. I understand that failure to register for and complete a full-time course of study at SUNY will forfeit my scholarship. I further understand that any false or misleading information or statements will disqualify me from further consideration for a scholarship.

Signed: _____ Date: _____

LETTER OF EVALUATION

(Please type only)

To the Applicant:

I, _____, from _____
Name of Applicant College/University
hereby request _____ to complete a letter evaluating
me.

Note: I am aware of the rights afforded me by the Federal Educational Rights and Privacy Act of 1974, as amended, and hereby waive my rights to examine the contents of this letter, provided that it is used solely for the purposes for which it was requested.

IF YOU DO NOT CHOOSE TO WAIVE YOUR RIGHTS, DO NOT SIGN THIS WAIVER.

Applicant's Signature: _____ Date: _____

(Type below)

To the Evaluator: This Letter of Evaluation must be **received by the UUP College Scholarship Fund, c/o United University Professions, P.O. Box 15143, Albany, NY 12212-5143, no later than March 1.** UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. Failure to meet this deadline may make this student ineligible for a scholarship. If the student does not sign the Waiver Statement, this letter may not be confidential. Please type your evaluation of the above-named student identifying his/her contributions to the college, university, and/or community, referring to one or more of the following categories: scholarship, leadership, character, service. If you use your own letterhead, please staple your letter to this form.

Name of Evaluator

Evaluator's Address

(Area Code) Phone Number

Signature of Evaluator

Evaluator's Title/Position