### Application Procedures: Beinecke Scholarship
#### IMPORTANT DATES AND DEADLINES - Application Year 2018-19

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date Due</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Schedule Consultation</strong> <em>(see note)</em></td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Download and Complete Application Form</strong></td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>3</td>
<td><strong>Select and Confirm Three Recommenders</strong> <em>(see note)</em></td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>4</td>
<td><strong>Create/ Update Résumé</strong></td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>5</td>
<td><strong>Begin Drafting Personal Statement</strong></td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>6</td>
<td><strong>Request Outside Transcript(s): if applicable</strong> <em>(see note)</em></td>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Create Emory Internal Application in College Connect and Register Recommenders</strong> <em>(see note)</em></td>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Follow Up With Recommenders</strong></td>
<td>December 2018</td>
<td></td>
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<tr>
<td>9</td>
<td><strong>Revise Personal Statement</strong> <em>Be prepared to allow time to write and receive feedback on multiple drafts from a NS&amp;FP advisor.</em></td>
<td>December 2018-mid-January 2019</td>
<td></td>
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<tr>
<td>10</td>
<td><strong>Internal Application Submission:</strong> Submit Application Form, Résumé, Personal Statement, and Consent Form via College Connect** <em>(see note)</em></td>
<td>4:00 PM January 17, 2019</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>Nomination Decision Letters Distributed</strong> <em>(via email)</em></td>
<td>February 4, 2019</td>
<td></td>
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#### IF NOMINATED

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date Due</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td><strong>Follow-up Appointment(s) and Application Revisions</strong></td>
<td>February 4-12, 2019</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><strong>Meet with Financial Aid advisor to complete Financial Aid Data Sheet and send via email directly to the Beinecke Program Director</strong> <em>(<a href="mailto:BeineckeScholarship@gmail.com">BeineckeScholarship@gmail.com</a>)</em></td>
<td>February 12, 2019</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td><strong>Final Application Deadline:</strong> submit final versions of the application form, résumé/CV, and personal statement to the NS&amp;FP Office** <em>(<a href="mailto:oue.nationalawards@emory.edu">oue.nationalawards@emory.edu</a>)</em></td>
<td>4:00 PM February 12, 2019</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td><strong>External Due Date: Application submitted by NS&amp;FP</strong></td>
<td>February 13, 2019</td>
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**Next Steps:** The NS&FP office will complete the Certification of Eligibility Form and include it with the application of the nominee. Nominees’ applications from participating universities are reviewed by a national foundation selection committee, who select approximately 20 award recipients. Recipients are notified no later than May 1 (and often much earlier).
NOTES

Consultation (Step 1)

Make an appointment with a NS&FP advisor to discuss your eligibility and application competitiveness.

Beinecke Scholarship Application (Step 2)

The application form may be found on the foundation website: [http://fdnweb.org/beinecke/how-to-apply/forms/](http://fdnweb.org/beinecke/how-to-apply/forms/)

On the “How to Apply” page, you can also access the Program Announcement, which has further instructions for the application process.

Complete the one page application form. You must list graduate programs/institutions in which you are interested. The form allows space for five choices; we recommend that you include at least three. Note that you do not need to complete the Financial Data Sheet and Certification of Eligibility for our internal review process; these will be completed by the Office of Financial Aid and NS&FP for the student selected as Emory’s nominee.

Recommenders (Steps 3 and 8)

Based on consultation with an NS&FP advisor, determine your three recommenders. Contact these recommenders to confirm they are willing to write letters.

Letters should be from faculty members or other academics who can address your intellectual curiosity, academic strength, and potential for advanced graduate study. Strictly personal/character references or extracurricular references are not useful for the Beinecke. Additional advice on recommendations is available on NS&FP’s Canvas Course, “National Scholarships & Fellowships Resources” in the “Beinecke” section.

Once you have created an application in College Connect, register your recommenders there.

**Instructions for recommenders:**

- Letters should address the applicant’s intellectual curiosity, academic strength, and potential for graduate study. If possible, please comment on the applicant’s coursework and preparation (including research experience and/or professional training) as it relates to the specific graduate degree program(s) and/or project the applicant outlines in the personal statement.

- Electronic submission of letters is preferred. The applicant will register you in the College Connect online application to request your letter. Please look for an email request from the Office for Undergraduate Education at hello@collegeconnectmail.emory.edu and follow the included link to upload your letter of recommendation (signed and on letterhead) as a PDF.

- Recommendations should be submitted no later than **4:00pm January 17, 2019**.
Résumé (Step 4)

Use a CV format that emphasizes your academic accomplishments, rather than a job-seeking résumé format. In addition to your educational background, concentrate on listing things that relate directly to the scholarship (i.e. study abroad, independent research, academic awards and memberships). We would be happy to provide feedback on your résumé before the internal submission deadline. The Career Center also offers assistance with résumés and CVs. Additional advice on preparing résumés/ CVs, along with sample CVs, is available on NS&FP’s Canvas course.

Personal Statement (Steps 5 and 9)

The personal statement is the most important part of the application. We strongly urge you to discuss your essay strategy with and seek feedback from an NS&FP advisor.

Be prepared to allow time to write and receive feedback on multiple drafts.

The application instructions describe the personal statement as follows:

A personal statement of 1,000 words or less from the nominee describing their background, interests, plans for graduate study, and career aspirations. The statement should discuss experiences and ideas that have shaped those interests, plans, and aspirations.

Additional information can be found in the Program Announcement, which may be accessed from the How to Apply page on the Beinecke website. Additional advice on preparing the Personal Statement is available on NS&FP’s Canvas course.

Outside Transcripts (Step 6)

If you have attended another college or university to take courses for credit (not including Emory sponsored study abroad), order an official electronic or hard copy of your transcript from that school. We require a transcript from other schools only IF the course names and grades are NOT listed individually on your Emory transcript. Have an official electronic copy sent to oue.nationalawards@emory.edu, or order a hard copy to be delivered by January 17, 2019 to:

Dr. Megan Friddle
Office for Undergraduate Education
White Hall, Suite 300
301 Dowman Drive
Atlanta, GA 30322

Create Emory Internal Application in College Connect (Step 7)

Log in and begin an application in College Connect (https://collegeconnect.emory.edu/apply/). This application will be available by December 21, 2018.

Internal Application Submission (Step 10)

By 4:00pm on January 17, 2019, submit your application, including the Beinecke application form, Personal Statement, Résumé, and Consent Form via the College Connect application.
Ensure that your recommenders submit their letters by January 17, 2019 as well. You can check the status of your recommendations in College Connect.

Nomination Decision Letter (Step 11)
Nomination Decision Letters will be distributed via email by February 4, 2019.

IF NOMINATED

Follow-up Appointment and Revisions (Step 12)
If you are selected as the nominee, a NS&FP advisor will contact you to make an appointment for committee feedback and revision suggestions.

Contact the Office of Financial Aid to complete the Financial Data Sheet (Step 13)
Speak with your Financial Aid advisor and then email the completed form no later than Wednesday February 13, 2019 to Diane Flynn, Director of the Beinecke Scholarship Program, at BeineckeScholarship@gmail.com.

Final Application Submission (Step 14)
By 4:00pm on February 12, 2019, make all revisions to your personal statement, requesting additional feedback as necessary, and then submit final versions of the application form, résumé/CV, and personal statement to the NS&FP Office (oue.nationalawards@emory.edu).