
Application Guide, Schedule of Availability, and Consent Form: Knight-Hennessy Scholars Program

Applicants in the Knight Hennessy competition who **do not** wish to be considered for Emory endorsement may apply independently by the September 12, 2018 deadline but **will not be eligible for application feedback.**

The Knight-Hennessy Scholars Program Application is available at:
<https://knight-hennessy.stanford.edu/admission/apply-now>

A completed application for the Knight-Hennessy Scholars Program includes:

- Online application form
- Transcripts
- Standardized test scores
- One-page résumé/CV
- 2 long essays
- 2 short essays
- Two-minute video
- 2 letters of recommendation (plus 1 letter of institutional assessment provided by NS&FP for students who participate in nomination interviews)

Recommended Application Timeline: Applicants with Emory Endorsement

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|---|------------------------|
| 1. Schedule a consultation with a NS&FP advisor | Spring 2018 |
| 2. Register and begin online application | May 2018 |
| 3. Begin drafting essays and short answers | May 2018 |
| 4. Request letter of reference | May-July 2018 |
| 5. Revise essays and short answers | June- July, 2018 |
| 6. Request transcripts | July 2018 |
| 7. Follow up with recommender | Mid-July, 2018 |
| 8. Application deadline (SEE NEXT PAGE FOR SUBMISSION DETAILS) | August 2, 2018 |
| 9. Interview with campus selection committee (via Skype) | August 9-10, 2018 |
| 10. Revisions to application | Aug. 13-Sept. 24, 2018 |
| 11. Submit application to Knight-Hennessy Scholars Program | September 12, 2018 |

Next steps: You must also submit an application to your graduate program(s) of choice at Stanford prior to November 15. Deadlines fall between September and November. Finalists will be interviewed in January and admissions decisions will be made in February 2019.

Contact the **National Scholarships
& Fellowships Program Office:**

Dr. Megan Friddle, Director
<http://nationalawards.college.emory.edu/>

INSTRUCTIONS TO FOR STUDENTS APPLYING WITH EMORY ENDORSEMENT

Recommendations

In consultation with a NS&FP advisor, determine your recommenders. The Knight-Hennessy Scholars Program requires two letters of recommendation from individuals that will provide specific examples, anecdotes, and evidence of your ability and determination to make a difference. Because these writers should be able to speak to your character and leadership qualities, they may or may not be a faculty member. Please contact these recommenders as soon as possible to confirm they are willing to provide a reference.

You will also need to identify a faculty member who can attest to your fit with the Stanford Graduate program you are proposing, and ask them to fill out a NS&FP Knight-Hennessy form (see below). [Note: You may ask the same faculty member to write one of your letters of recommendation and complete the form assessing the fit of your proposed graduate program.]

Instructions for recommenders:

- There is advice to recommenders available on the Knight-Hennessy Scholars web page, including a [cover form](https://knight-hennessy.stanford.edu/admission/application-requirements/advice-recommenders) that you must complete and attach to your letter: <https://knight-hennessy.stanford.edu/admission/application-requirements/advice-recommenders> .
- *Electronic submission of letters is preferred.* Please create a PDF of your letter, **signed** and on **letterhead and including the cover page from the Knight-Hennessy web page**, and submit using <http://college.emory.edu/national-awards/faculty/recommendations.html>. PLEASE DO NOT SUBMIT VIA THE KNIGHT-HENNESSY SCHOLARS PORTAL AT THIS STAGE.
- If this is not possible, we will accept hard copies. Recommenders may drop off or mail letters, or applicants may pick up and hand-carry letters (in sealed envelopes with the recommender's signature across the seal) to the OUE front desk.

Mailing address: Dr. Megan Friddle
Emory University, Office for Undergraduate Education
301 Dowman Drive
White Hall, Suite 300
Atlanta, GA 30322

- Recommendations should be submitted no later than *August 2, 2018*.

Instructions for Applicant Evaluation:

- The Emory University Endorsement Committee asks that a faculty member familiar with the student's academic work and research activities (if applicable) attest to the fit with the proposed program. After consulting with the student, please complete the following form no later than *August 2, 2018*:
<http://college.emory.edu/national-awards/faculty/KHSP-evaluation.html>

Internal Application Submission

Submit the **PDF application*** (printed from the Knight-Hennessy online application), your **CV/résumé**, your transcripts, and a completed **NS&FP Guidelines, Schedule of Availability,** and Consent Form*** in PDF format at

<http://college.emory.edu/national-awards/apply/KHSP.html> by 4:00 PM August 2, 2018.

*Print the Knight-Hennessy application to PDF, **DO NOT SUBMIT your application yet. There is no un-submit feature.** To print your application to PDF click on the “Review” tab and scroll to the bottom of the page. Clicking the link “Click Here To Preview Application Proof” will open a PDF of your full application, which you can save to submit to via the NS&FP online application form

****These fillable PDFs are located at the end of this document. Please complete prior to submission.**

Interview with Campus Selection Committee (Aug 9-10)

All campus interviews will be held via Skype. We will provide interview tips a few days before your interview. To prepare, you may also want to schedule a practice interview with the Career Center and/or discuss your application materials with friends or family members who know you well.

IF NOMINATED

Follow-up Appointment & Essay Revisions

An NS&FP staff member will contact you to schedule a meeting for committee feedback and revision suggestions and to discuss your institutional recommendation letter.

The deadline for requesting feedback from a NS&FP advisor is August 23, 2018.

Revisions and Electronic Submission

By 4:00 PM, September 12, 2018 make any other suggested revisions to your online application and submit the application online. A member of the NS&FP staff will upload your campus assessment letter prior to the national deadline.

Note: You will not be able to make changes to your application once you submit it this time. Proofread the entire application carefully before submitting.



Scholarship Consent Form

I, _____, do hereby consent to the following **initialed** items in pursuit of the
_____ (Scholarship/Award Name).

_____ (REQUIRED) As required under the Family Educational Rights and Privacy Act, I give permission for my grade point average (GPA), transcripts, individual course grades, individual assignment grades, and/or other similar academic information to be used and discussed as a part of faculty and institutional letters of recommendation and endorsements and the applications for this award competition. I also give permission for the Office for Undergraduate Education to request unofficial and official copies of my transcript(s) as a part of the application process.

_____ (REQUIRED) I certify that I have completed all required steps for the internal application process for this award (attach checklist).

_____ (REQUIRED) I certify that all of the information I include in my application for this award, including listings of activities and awards, research undertaken or planned, and personal statements or other essays, is my own work and is accurate and honest to the best of my knowledge.

_____ (REQUIRED) I give permission to the Vice President and Dean of Campus Life, the Senior Dean of Emory College of Arts & Sciences, and the Emory University Registrar or their designees to release information to the Emory College Office for Undergraduate Education from official college records pertaining to academic honesty and conduct offense violations, and to provide contextual information as to the severity of these offenses. This information may be given either in verbal or written form.

_____ I waive any right I may have to view faculty and institutional letters of recommendation that are written for the purpose of this award competition. While copies of these letters may be provided to me by the authors, I understand that this is done as a courtesy by the author and does not affect this waiver. I understand that if I do not waive my right to view letters, my recommenders will be notified and may choose to withdraw their letters.

_____ I grant permission for Emory University to use my public biographical information to publicize my nomination and/or receipt of this scholarship or fellowship.

_____ I consent to have copies of my scholarship essays retained indefinitely and anonymously in the Office for Undergraduate Education and understand that they may be made available to future applicants as an example for them to review as they prepare their own applications.

Type name in lieu of signature

Date

SCHEDULE OF AVAILABILITY

AWARD: _____ SEMESTER/YEAR: _____

NAME: _____ EMAIL: _____

Please download this form and then email the completed document to: oue.nationalawards@emory.edu

Indicate the times you are NOT available for an interview by marking the squares with XXX. Include only obligations that you must not or should not miss (class, athletic practice, music practice, paid work, etc.). It is important that you leave as much flexibility as possible.

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