
Application Guide: Knight-Hennessy Scholars Program

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

- Online Knight-Hennessy Scholars application
 - Transcript
 - Test scores required by the graduate program that you are pursuing (e.g., LSAT, GRE, MCAT)
 - Résumé/CV
 - Two letters of recommendation
 - One non-academic personal reference that addresses your leadership and character
 - One institutional assessment that provides context on your academic experience that is not reflected elsewhere in your application**
 - Two personal essays
 - Video
- Separate Stanford graduate program application (varies by program)

Recommended Application Timeline:

- | | |
|--|-----------------------|
| 1. Schedule a consultation with a NS&FP advisor | Spring 2017 |
| 2. Review online application | Spring/Summer 2017 |
| 3. Begin drafting essays | May/June 2017 |
| 4. Request letters of reference | May/June 2017 |
| 5. Revise essays | Mid-June- Aug., 2017 |
| 6. Follow up with recommenders | August 2017 |
| 7. Request transcripts | August 2017 |
| 8. Application deadline | August 24, 2017 |
| 9. Interview with campus selection committee | September. 5-12, 2017 |
| 10. Revisions to application | September 13-22, 2017 |
| 11. Submit application to Knight Hennessy Scholars Program | September 27, 2017 |

Next steps: Candidates will be of their finalist status and finalists will be invited to an immersion weekend January 12-14. KHS plans to notify and name scholars in mid-February.

**Students who wish to be considered for a university-level endorsement for the institutional assessment letter must participate in the campus interview process. Feedback on application materials will only be available for students who seek advising prior to the August 24 deadline and who plan to participate in the competitive campus endorsement process.

Only applicants seeking university endorsement will be eligible to receive feedback from our office. If you are planning to apply without university endorsement, we encourage you to request an institutional assessment letter from your major advisor, DUS, or department chair.

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

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

INSTRUCTIONS TO FOR STUDENTS APPLYING TO KNIGHT-HENNESSY WITH EMORY UNIVERSITY INSTITUTIONAL ENDORSEMENT

Recommendations

Based on consultation with an NS&FP advisor, determine your recommender. Contact this recommender to confirm they are willing to write the letter. Please have the letter of recommendation submitted to the National Scholarships & Fellowships Program Office by the deadline.

Instructions for recommenders:

Knight-Hennessy asks that [recommenders assess the applicant's character and leadership](#). Letters should address the writer's knowledge of the applicant in relation to the [Scholarship selection criteria](#): independence of thought, purposeful leadership, and civic mindset. They offer the following prompts as a starting point: Please explain how you know and interact with the candidate; Tell us about a time the candidate did something that benefited others; Tell us about a time the candidate did something that surprised you; Is there anything else (positive or constructive) that we should know about the candidate?

- *Electronic submission of letters is preferred.* Please create a PDF of your letter, **signed** and on **letterhead**, and submit using <http://college.emory.edu/national-awards/faculty/recommendations.html>.
- 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
White Hall, Suite 300
301 Dowman Drive
Atlanta, GA 30322

- Recommendations should be submitted no later than *4:00 PM, August 24, 2017*.

Internal Application Submission

DO NOT SUBMIT YOUR KNIGHT-HENNESSY APPLICATION TO THE STANFORD PAGE YET!!!!

Instead, complete the application at <http://college.emory.edu/national-awards/apply/KHSP.html> by *4:00 PM August 24, 2017*. You will include, your **CV/résumé**, **two short essays**, **connect the dots essay**, **three different paths essay**, **transcript(s)**, and a completed **NS&FP Guidelines**, **Schedule of Availability,*** and **Consent Form*** in PDF format

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

We understand that your schedule may be somewhat fluid at this point in the semester. It is important that you provide your best estimate on the **Schedule of Availability**, nevertheless, so we can assign interview times.

If you make schedule changes after this point, please let us know.

NOTE: If it is impossible for you to be present for a campus interview between September 5 and 12, please contact the NS&FP office as soon as possible to discuss your situation.

Interview with Campus Selection Committee (Sept 5-12)

Arrive 5 minutes early for your scheduled interview time. 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.

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 assessment letter.

The deadline for requesting feedback from a NS&FP advisor is September 21, 2017.

Revisions and Electronic Submission

By 4:00 PM, September 25, 2017, 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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