# Application Procedures: Shepard 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>Attend Info Session or Schedule Consultation (see note)</td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Begin online application (available March 1 via College Connect)</td>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Select and Confirm Two Recommenders (see note)</td>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Request Outside Transcript(s): if applicable (see note)</td>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Begin Drafting Statement of Purpose</td>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Complete Financial Award Declaration and Cost of Education for each program</td>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Revise Statement of Purpose: be prepared to allow time to write and receive feedback from a NS&amp;FP advisor.</td>
<td>March 2019 - April 4, 2019</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Follow Up With Recommenders</td>
<td>Late March 2019</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Application Submission: Submit Application, Letter of Acceptance, Financial Award Declaration, Cost of Education Form, CV/ Resume, Statement of Purpose, and Consent Form at <a href="https://collegeconnect.emory.edu/apply/">https://collegeconnect.emory.edu/apply/</a></td>
<td>4:00 PM, April 4, 2019</td>
<td></td>
</tr>
</tbody>
</table>

**Next steps:** We will notify all applicants of their award status before the standard graduate school acceptance deadline of April 15. Each recipient will receive a formal official decision letter with a confirmed award amount by May 15.

**NOTES**

**Info Session/Consultation (Step 1)**
Attend an Internal Awards Info Session for overview of award and application process. Once you have received acceptance from one or more graduate programs, make an appointment with a NS&FP advisor to discuss your eligibility and application competitiveness.

**Application Form (Step 2)**
Log in and begin an application in College Connect ([https://collegeconnect.emory.edu/apply/](https://collegeconnect.emory.edu/apply/)). This application will be available beginning March 1, 2019. In the meantime, you can review last year’s PDF application here: [http://college.emory.edu/national-awards/awards/award-details/shepard.html](http://college.emory.edu/national-awards/awards/award-details/shepard.html)

**Recommenders (Steps 3 and 8)**
Based on consultation with an NS&FP advisor, determine your two (2) recommenders. Contact these recommenders to confirm they are willing to write letters. Please have both letters of recommendation...
submitted to the National Scholarships & Fellowships Program Office by April 4, 2019. The letters should be written by individuals who can assess your abilities and prospects in your proposed field of study.

**Instructions for recommenders:**
Letters should address the applicant’s academic abilities and prospects in the applicant’s proposed field of study.

- *Electronic submission of letters is preferred.* The applicant will register you in the CollegeConnect 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 as a PDF.
- Recommendations should be submitted no later than 4:00 PM, April 4, 2019.

**Outside Transcripts (Step 4)**
If you have attended another college or university to take courses for credit (not including Emory sponsored study abroad), order an official copy of your transcript from that school (paper or electronic versions are acceptable). We require a transcript from other schools only if the course names and grades are NOT listed individually on your Emory transcript.
Request that these transcripts be delivered by April 4, 2019 to:

Dr. Megan Friddle  
oue.nationalawards@emory.edu
--or--
Dr. Megan Friddle  
Emory University  
White Hall, Suite 300  
301 Dowman Drive  
Atlanta, GA 30322

**Note that the NS&FP office will add an unofficial Emory transcript to your application.**

**Personal Statement (Steps 5 and 7)**
Write a 1,000 word essay on the following topic:

*Detail your professional and academic goals and explain why you selected this course of study at the designated university. It is important to highlight the particular resources or characteristics of the program that led you to select it. Explain why the program offers the best available training in your field and how it will best advance your intellectual and career goals.*

We recommend that you work from your graduate school statement of purpose as you draft this essay. NS&FP is only able to offer one round of writing feedback for internal awards like the Shepard Scholarship. You are also welcome to utilize the services of the Emory Writing Center or the Career Center for additional feedback on your writing.

**Financial Award Declaration (Step 6)**
Upload the following information to the College Connect application for your preferred program (you may also include information for up to two alternate programs):

- Cost of Education Form
• Copy of official acceptance letter (or forward when available)
• Copy of official award letter (or forward when available)

“Cost of Education” (also called “Cost of Attendance”) is typically found on a university’s web site, and includes average housing costs, fees and insurance. For example, googling “Harvard Graduate Cost of Attendance” or “Georgia State Graduate Cost of Education” should produce pages that includes estimates of relevant costs.

**Internal Application Submission (Step 9)**
Submit the application with your Letter(s) of Acceptance, Financial Award Declaration(s), Cost(s) of Education, CV/resume, Personal Statement Essay, and Consent Form at https://collegeconnect.emory.edu/apply by 4:00 PM on April 4, 2019.