



2018-2019 Scholarship Application Instruction Guide

The Alpha Delta Pi Foundation is proud to recognize the “high educational standards” dictated by our Creed. Sisters who complete all requirements outlined in this helpful guide and the online application will be considered for scholarships awarded in the 2018-2019 academic year.

Each applicant submitting a scholarship application is required to read, understand, and adhere to the following Scholarship Application instructions. Failure to thoroughly follow these instructions may result in ineligibility.

The 2018-2019 application is available online only through SmarterSelect and can be found on our scholarship page: <https://www.alphadeltapi.org/page/scholarships/>

Applicant Eligibility

Applicants must have a cumulative collegiate GPA of 3.2 (on a 4.0 scale) unless otherwise noted.

Applicants must be an initiated member in good standing of Alpha Delta Pi by **April 30, 2018**, the time the awards are made.

Applicants must attend an accredited college or university and be working toward a degree, credential or certificate during the 2018-2019 academic year.

Undergraduate applicants must be enrolled in an accredited college/university as a full-time student.

Applicants must have submitted their application by the **March 1, 2018** application deadline.

Applicants must have advisor form and professor letter of recommendation submitted by the **March 15, 2018** deadline.

Scholarship Use

Scholarship funds provided by the Alpha Delta Pi Foundation can only be used towards tuition, books, and school fees. Alpha Delta Pi membership dues and/or housing costs are not eligible educational expenses.

Scholarship Application Schedule

November	Scholarship application available
March 1	Scholarship application deadline is 11:59PM Eastern Standard Time
March 15	Recommendation letters due on SmarterSelect by 11:59PM Eastern Standard Time
April	Scholarship Applications Reviewed by Committee
May	Foundation Board of Trustee Approval of Recipients
June	All scholarship recipients are notified whether or not they have received an award.
July	Signed Scholarship Acceptance Agreements due
August	Scholarship checks will be sent directly to universities/colleges directly.

Alpha Delta Pi Foundation Policies Regarding Scholarships

Full Time Student Status

Award criteria for undergraduate scholarships shall include full-time student status, as defined by the recipient's college/university during the academic year that the scholarship is awarded. If the recipient is participating in a study abroad or international program, it should be part of a program leading to a degree from an accredited college/university. Graduate and continuing education students are not required to meet the full-time student status.

Scholarship Re-Application

A scholarship applicant who has previously submitted an application in prior years must re-submit a new application each year in order to be considered. We encourage you to continue to submit applications each year you are in school, regardless of whether or not you have received a previous award.

Member in Good Standing

Scholarship recipients are expected to remain a member in good standing for the full scholarship term. If you have questions about your member status, please contact your chapter advisor or province director.

Scholarship Revocation/Enrollment Failure

A scholarship recipient who does not pursue her intended studies or fails to meet the criteria of her award (including resignation or expulsion of her membership in Alpha Delta Pi) during the scholarship term will forfeit her scholarship to the next eligible applicants as selected by the Scholarship Committee. If the scholarship has been applied by the college/university, the member will be responsible to repay the Alpha Delta Pi Foundation for the pro-rated amount equal to the period of time that you are not pursuing your course of study.

Application/Recipient Notifications

The Alpha Delta Pi Foundation will notify all applicants in June via email whether or not they were selected as a scholarship recipient. In the event an initially selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by the deadline, an alternate recipient will be selected. Alternate recipients will be notified via email.

Application Tips

Read Instructions

Review this instruction guide and the application carefully.

Plan Ahead

Open the scholarship application in SmarterSelect and review the requirements in advance. Gather the information you will need to complete the application. We suggest keeping all your information in a Microsoft Word document to prevent losing any materials in the event you have issues with your online application. Allow plenty of time for your Alpha Delta Pi advisor and professor to complete the recommendation section.

Test Technology

Become familiar with the SmarterSelect application system – its functionality and how to use it. The Alpha Delta Pi Foundation will **not accept** late materials for any reason.

Proofread

You are responsible for editing your application for accuracy prior to submission. Make sure your essay is well-written and free of errors (capitalization, grammar, punctuation, subject material, syntax, etc.), as poorly written essays could negatively affect your application score. Any incorrect or incomplete answers or submissions may result in ineligibility.

Frequently Asked Questions

Please utilize the Frequently Asked Questions section of this packet, the website, and the SmarterSelect application to answer any questions that may arise. If you need to contact the Alpha Delta Pi Foundation, please be sure to consult the FAQ guide before doing so.

Ideal Application Completion Timeline

2017	
November – December	<ul style="list-style-type: none"> • Application is available. Visit https://www.alphadeltapi.org/page/scholarships/ to access the application • Read and Review this instruction guide as well as information in the application carefully. • Begin completing your application (basic information that will not change when you begin your spring semester) • Think about what Alpha Delta Pi advisor and professor you would like to recommend you for this scholarship. The professor will be asked to submit a letter of reference and the advisor will be asked to complete a recommendation form *not a letter* on your behalf.
2018	
January	<ul style="list-style-type: none"> • Begin completing your application • Continue working on your application. • Submit information for your advisor. She will receive an email with the link to your specific recommendation form. Please do not change the contact information as it will generate a duplicate email with your same personalized link. • Submit contact information for your professor (must be within your major/minor field of study to be considered). Your professor will receive an email with the link to your specific recommendation page where he/she will submit a letter of reference. Please do not change the contact information as it will generate a duplicate email with your same personalized link.
February	<ul style="list-style-type: none"> • Continue working on your application. • Complete all sections (including your essay) and proofread your application. • Make sure all information reported is accurate, well-written, and free of grammatical errors. • If you feel you are ready to submit, be sure to do so in advance of the March 1 deadline.
March	<ul style="list-style-type: none"> • Submit your application by March 1, 2018 at 11:59PM Eastern Standard Time via SmarterSelect • Follow up with your advisor and professor if they have not submitted their recommendation. Everything must be submitted via SmarterSelect by March 15, 2018 at 11:59PM Eastern Standard Time. <i>NOTE: You will receive an email confirmation when they submit their recommendation.</i>

Application Assistance

You have started your application – now what? This section will walk you through some specific questions to help assist you during the process.

Filling Out Your Application

Address

Please use your home address or wherever you receive mail. If you are awarded a scholarship, we will need to mail your Scholarship Agreement packet to you over the summer. Please indicate where you would like this information sent.

Student/University ID

Please be sure to provide the ID number linked to your student account. This number is included with your scholarship check to ensure the scholarship is quickly and accurately applied to your account.

School Classification

Because this award is for the 2018-2019 academic year, you will select your class standing as of **Fall 2018**.

Chapter of Initiation

Some scholarships are designated for a specific chapter member to receive. Please make sure you submit your correct CHAPTER.

Transfer Chapter

If you have transferred to a new university and affiliated with a chapter, please be sure to document the information so we may consider you eligible if this chapter has a chapter specific scholarship.

Cumulative GPA

The cumulative GPA reported on your most current official/unofficial transcript will be used by the scholarship committee to evaluate your academic achievement. Please make sure you use the exact cumulative GPA, as we manually check every application for accuracy. ***Please do not round up.***

If you are a first semester student, please submit your cumulative GPA after you receive your first semester grades and can indicate a college GPA.

Resume

You may find using a resume is helpful to fill out the involvement section of the application. We have added a place where you can upload your resume. Although it's not required, it can provide the Scholarship Committee with extra information.

Transcripts

You may upload an official or unofficial transcript as part of this application. If you receive a scholarship and have uploaded an unofficial document, you will be required to submit your official transcripts prior to receiving the award.

Unofficial transcripts can include screenshots or a downloaded report of your student account. They must be uploaded as a PDF into SmarterSelect. Additional tips are found on the application under the “Supporting Materials” section.

Official transcripts can be emailed to foundation@alphadeltapi.com or mailed to the address below:

Alpha Delta Pi Foundation
Attn: Scholarships
1386 Ponce de Leon Ave NE
Atlanta, GA 30306

Financial Need

Please note, financial need is described as a major change in your personal or family finances that is unforeseen or unpredictable in relation to your financial resources that has created a need for financial assistance. Please note that multiple children in college at the same time or student loan debt are **NOT** unforeseen circumstances.

Essay Question

There is one essay with multiple prompts to choose from. Your essay should be well-written, organized, and directly addresses the prompt you’ve selected. Your essay will be scored on subject material, punctuation, capitalization, syntax, and content. *Maximum word count: 500.*

Application Sections and Scoring

Personal Information

This is your basic contact information. No points are awarded for this section but it’s important we have all relevant information as some scholarships are awarded based on this information.

Academic Information

This section contains information on your academic history including your major/minor, cumulative GPA, and where you upload your transcript. Your cumulative GPA will be scored.

Alpha Delta Pi Information and Involvement

Your chapter information is relevant, as there are some chapter specific scholarships available. Please include any leadership positions in Alpha Delta Pi.

Campus/University Information and Involvement

Your contributions on campus are important, as we are looking for a well-rounded applicant. Please make note of organizations you are involved with and any leadership roles on campus.

Employment/Community Service/Significant Commitment Information and Involvement

Please let us know about your employment experience which includes paid/unpaid jobs and internships (during the school year and over breaks). We also want to know about any community service opportunities you have engaged in, Alpha Delta Pi related and not. Finally, we would like to know about any additional relevant and significant commitments you may have, which may include work in a research lab

Awards and Honors

Please let us know about any awards, honors, scholarships you have received.

Overall Application

Your application will be reviewed and scored on the quality and strength of the information you provided. This also looks at submissions from those Alpha Delta Pi volunteers and professors who are recommending you.

Submitting your Application

For the Alpha Delta Pi Foundation to review your application, these components must be submitted on SmarterSelect by the indicated deadlines:

1. Application by **March 1, 2018** at 11:59PM Eastern Standard Time
2. Recommendation form completed by an Alpha Delta Pi advisor by **March 15, 2018** at 11:59PM Eastern Standard Time
3. Letter of Recommendation submitted by a professor in your major/minor by **March 15, 2018** at 11:59PM Eastern Standard Time

To submit your application on SmarterSelect

- Be sure you have entered all required information.
- Select the “Submit Application” button on the “submission information” page.
- If submission is successful, you will receive:
 - An on-screen confirmation message. Select the green “Print Application” button and save the printed copy for your records.
 - An email with a confirmation code. Please save this message for your records.
- If submission is NOT successful, the page will refresh and you will see an error message at the top of the page.
 - Select the page(s) highlighted in the navigation pane to identify items with errors.
 - After you have corrected any errors, navigate to “Submission Information” page and follow steps above to resubmit your application.

To update your application after submission (up to deadline)

Log in to your application, complete changes, and re-submit. If your update is successful you will see an on-screen confirmation message and will receive a confirmation email.

Application Status

Verify your application submission status by re-opening your application and reviewing the “Applicant Info” box at the top of the page.

- *Incomplete Status* – your application is not complete and not submitted.
- *Pending Status* – your application is submitted, but your advisor and/or professor has not submitted their required recommendation(s).
- *Complete Status* – your application and all recommendation items have been submitted and your application is eligible for review by our staff. Once the staff confirms all submitted information is correct and you are eligible, the Scholarship Committee will review your application.

Please note, the Alpha Delta Pi Foundation staff will make every effort to send ample reminders to complete and submit scholarship applications, however, it is up to the student to submit her application on time. Applications marked as Incomplete will not receive an email notification in June regarding whether or not an applicant received an award as they will not be considered for review.

Questions? Contact Us

For any questions not addressed in the scholarship application, FAQ section, or this guide, please contact us by emailing foundation@alphadeltapi.com or calling (404)378-3164.

For important updates and announcements about the Alpha Delta Pi Foundation scholarship and other news, follow Alpha Delta Pi on social media.

Facebook: www.facebook.com/AlphaDeltaPiEO

Twitter: @alphadeltapi

Instagram: @alphadeltapi

Blog: <https://alphadeltapiblog.com/>

Frequently Asked Questions

General Information

Who is eligible to receive a scholarship? Scholarships are available to initiated members, in good standing, of Alpha Delta Pi. We currently offer undergraduate, graduate, and continuing education scholarships. New (Alpha) members are encouraged to apply, but must be initiated members by the time awards are made, **April 30, 2018**, in order to accept the award.

Is there a minimum GPA requirement? Yes. Unless otherwise noted, we require a minimum 3.2 cumulative GPA.

How much funding is available? For the last three years, more than \$100,000 in scholarships have been awarded. We have several new scholarship funds available for our 2018-2019 academic year, so we expect to give out even more awards with scholarships ranging from \$750-\$3,000.

Can someone receive more than one award? Depending on the applicant's qualifications and scholarship criteria, she may receive more than one scholarship in a given year.

Will all applicants receive an award? Due to limited funding, we are unable to award a scholarship to every deserving applicant. We always have more applicants than funding available so the scholarship process is competitive with a 1 in 5 award rate. Each year brings a different pool of candidates and qualifications, so we encourage applicants to apply for scholarships each and every year they are in school!

Can I use this scholarship for room and board or my ADPi membership dues? Scholarships can only be used for tuition, books and fees. As a 501(c)(3) educational foundation, unfortunately scholarships cannot be used for dues or room and board. Scholarship awards will be sent directly to the school and can only be applied towards academic expenses.

I have previously received a scholarship from the Alpha Delta Pi Foundation. Can I apply again? Yes! We encourage our members to apply for scholarships every year they will be in school. Please note, every year the pool of applicants is different. Receiving a scholarship one year does not guarantee you will receive an award another year.

Are any scholarships need based? Yes, several of our scholarships have financial need as a qualifying factor. Please make sure you fill out the Financial Need section of the application if you believe you qualify.

How are scholarships awarded? What is the criteria used for selection? A panel of higher education professionals make up our scholarship selection committee. These volunteers will read, score, and recommend all scholarship recipients. They use a combination of factors including academic excellence, participation and leadership in Alpha Delta Pi, campus activities, community involvement, awards and honors, employment or other significant commitments, and financial need (if applicable). An important criteria for selection is the essay. The committee is looking for a creative and thoughtful response to the prompts provided in a clear and concise format (500 words or less).

I qualify for multiple ADPi scholarships. Do I need to submit more than one application? No. The great part about our scholarship application process is that you only need to submit one complete application. You are automatically eligible for any scholarship for which you qualify.

Types of Applications

I am currently an undergraduate but plan to go to graduate school next year, what application should I fill out? We base the awards on the upcoming academic year, so you would fill out the graduate application.

Can I apply for a graduate scholarship if I do not know what school I'm going to attend? Yes! Please let us know what programs you have applied to. If awarded a scholarship, you will need to provide an acceptance letter for the program you will be attending.

I have completed one Bachelor's degree, but I'm in the process of receiving another through a post-baccalaureate accelerated program. Which application should I fill out? Since you have already received one degree, we ask that you complete a Continuing Education application.

I'm in an extended professional program for school (i.e. 5-6 year programs that award dual degrees such as BA/MA or offer extended tracks) and am not sure which program to apply for. Can you clarify? Even if you are still an active member of the chapter, if there is the incorporation of any graduate level or professional certification material, then you must apply for the graduate scholarship. If you are unsure or still have questions, please email foundation@alphadeltapi.com.

Deadlines and Materials

When is my application due? The application deadline is **March 1, 2018** at 11:59PM Eastern Standard Time. Your recommendations are due on **March 15, 2018** at 11:59PM Eastern Standard Time.

Will my scholarship application be considered if my references do not submit their recommendations by their deadline? In order for your application to be considered, it must include complete recommendations from all your required references. As the applicant, you are responsible for verifying that your references have submitted completed recommendation forms. The deadline for your recommendations is **March 15, 2018** at 11:59PM Eastern Standard Time.

Will the Alpha Delta Pi Foundation accept late materials? The Alpha Delta Pi Foundation will not accept late submissions or materials for any reason. These include, but are not limited to: letters of recommendation, transcripts, or the application.

What happens if my computer crashes while I'm working on my application? We strongly encourage you to apply as early as possible as this application does require thoughtful responses and personal recommendations from multiple people. Because this application is open and available for several months, we will not accept late submissions even in the event of a technology glitch. To protect your application from being lost, continue to save all your responses as you complete the online form. The application only saves information saved by the applicant, so save often.

Using SmarterSelect

What is SmarterSelect? SmarterSelect is a third-party application system to help manage the scholarship process. All applications and recommendation letters must be submitted via SmarterSelect. Applicants should create one SmarterSelect account to manage their application. It is not necessary to create more than one application or profile. If you have already created an account, please click the application link on the ADPi Foundation Scholarship page and sign in to your account.

Do I need to submit transcripts? We will ask you to upload an unofficial or official copy of your transcript to SmarterSelect. A copy of your transcript from every college or university you have attended must be submitted. Again, for the application, it can be an unofficial copy. If you receive an award, we will require an **official copy** of your transcript be submitted before the scholarship distribution can be made to your college or university.

Do I need to complete my application in one session? No. You do not have to complete your application in one session. You may save the information you have entered on the form, log out of SmarterSelect, and return at a later date to revise or complete your application. Just make sure you save along the way and **SUBMIT** your application before the March 1st deadline.

How do I upload my transcript? You can add an unofficial transcript to your application in several ways:

- Within your school's student portal, print/save your records to PDF and upload the file to your application OR
- Take screenshots of your records, add them to a Word document, save as a PDF, and upload the file to your application OR
- Have your school release your transcript to you, scan it, and upload the file to your application

Remember, if you receive an award, we will require an **official** copy of your transcript be submitted, but for the application process, an unofficial transcript is sufficient.

Reference Letters/Forms

How many reference letters do I need? Who can write the letters?

Undergraduate applicants will need:

- one (1) letter of reference from a professor in their field of study (major or minor)

Graduate applicants will need:

- two (2) letters of reference from a professor in their field of study (major, minor, or graduate program)

If the applicant has been out of school for 2 or more years, you may replace the two (2) letters from professors with letters from a supervisor or primary employer.

Continuing education applicants will need:

- two (2) letters of reference from a professor or employer/supervisor

Please note, letters from Greek Life advisors, deans, guidance counselors, or administrators who have not instructed the applicant in a classroom setting will not be considered.

Do I need a letter from Alpha Delta Pi women? **New this year**, we will have a form for your Alpha Delta Pi recommender to fill out. Your letter should come from a chapter advisor, board member of your local alumnae association, house corporation officer, or an Alpha Delta Pi international officer.

One (1) form will need to be completed for each undergraduate, graduate, and continuing education applications.

Can my academic advisor write a letter on my behalf? No. Academic recommendation letters must be from those individuals who know you in a classroom setting – who have had you in class and can give insight into your academic performance. This is why we ask for letters from a professor you have had in one of your classes that is under your major or minor field of study.

My reference did not receive the link to the recommendation form. Can they email you a letter? No. All reference letters must be submitted on SmarterSelect prior to the deadline. Please see the REFERENCES page of the application for information about monitoring the status of recommendation forms, resending, or canceling requests as needed.

How do I know if my references have submitted their recommendation forms? After each of your references submits their recommendation and uploads on SmarterSelect, you will receive an email from SmarterSelect confirming their submission. You can also view the status of your reference's recommendation forms at the top of each Reference section noted in the application.

My reference says he/she has submitted the recommendation, but I have not received a confirmation email. What should I do? Please ask the reference to confirm they clicked SUBMIT on the form. They will need to answer a few questions and upload your letter, so it's possible they did everything except clicking the button to SUBMIT. Once they successfully submit your reference, there will be an on-screen confirmation message, and you will receive an automated email.

Your application will remain in the "pending" status until all letters are successfully submitted. Please note, due to the significant volume of applications we receive it is your responsibility to follow up with those you have asked to write your references. No late submissions will be considered.

Award Status Notification

When will I be notified if I have received a scholarship? All applicants who have submitted an application will receive a notification via email in June. Notifications will be sent to your primary email, included on your application, if you have received an award or not. Please add foundation@alphadeltapi.com to your address book to prevent this email from being marked as junk/spam.

If I receive a scholarship, when will I receive the award? A scholarship acceptance packet will be mailed or emailed, based on the recipient's preference, during the summer months. Pending all materials have been accepted, checks will be mailed directly to the college or university between August 15 – 30, 2018.

What if someone cannot accept their award? In the event any initially-selected recipient can no longer accept an award or fails to submit their acceptance materials on time, an alternate recipient will be selected from the pool of qualified applicants. Alternate recipients will be notified via email.