

University of Houston System
**HOUSTON JUNIOR CHAMBER OF COMMERCE SCHOLARSHIP
FOR
STUDY ABROAD**

Please check the appropriate box(es)

Spring

Summer I IV

Fall

Year: _____

Houston Junior Chamber of Commerce Scholarships for international study (HJCCS) are awarded each year for UHS students interested in study abroad opportunities. The HJCCS was established by the Houston Junior Chamber of Commerce to promote study abroad by assisting students to incorporate international study into their academic experience. The HJCCS program is funded by the donation of gifts toward an endowed fund established by the Houston Junior Chamber of Commerce.

Deadlines:

Nov. 1 Completed applications for **Spring** study abroad programs must be turned in to

Parul Fernandes
Director, Office of International Studies & Programs
Room 501 E. Cullen
Houston, TX 77204-2039

Nov. 30 Announcement of Scholarship Recipients

March 1 Completed applications for **Summer or Fall** study abroad programs must be turned in to

Parul Fernandes
Director, Office of International Studies & Programs
Room 501 E. Cullen
Houston, TX 77204-2039

March 30 Announcement of Scholarship Recipients.

**NOTE: If deadline falls on a weekend,
Then the Friday prior to March 1 or November 1 becomes the new deadline.**

HJCCS applications may be obtained from:

Office of International Studies & Programs501 E. Cullen
Scholars' Community130 Law Residence Hall,
On-line at: www.uh.edu/academics/intlstu Oberholtzer Quadrangle

University of Houston System
Houston Junior Chamber of Commerce Scholarships

HJCCS Procedures & Guidelines

This document outlines the operating procedures for the University of Houston System (UHS) and the Houston Junior Chamber of Commerce Scholarship (HJCCS). The HJCCS award program was established by the donations to an endowed fund by the Houston Jaycees.

A. Fund Usage

The HJCCS fund may be used for the following purposes:

1. Undergraduate, Graduate, Postbaccalaureate, and Professional Students at the University of Houston System.

Assistance is provided to UHS students to participate in a study abroad program. The distribution of funds will generally reflect the mix of undergraduate, graduate, postbaccalaureate, and professional students representative of the most recent fall enrollment statistics.

2. International Students at the University of Houston.

Assistance is provided to UH international students to study at the University of Houston System campuses.

B. Award Guidelines

1. General Eligibility Requirements

- a) All undergraduate, postbaccalaureate (pursuing a second undergraduate degree or certification), graduate, and professional students who are currently enrolled at the University of Houston, who have completed no less than 12 credit hours (9 credit hours for graduate students) at UHS, and who have been accepted into a study abroad program are eligible to apply for support from the fund reserved for this purpose. (Notable exceptions: students engaged in exchange programs with University of Houston or University of Houston students who have a Dean's recommendation.) Any academic work in a country other than the United States that leads to a UH degree can be defined as a study abroad program.
- b) Each applicant is required to engage in a full academic program while abroad as prescribed by the study abroad program in which the student is enrolled.
- c) Each recipient is required to participate in the program described in the scholarship application on the dates proposed in the application. Any changes must be submitted by the deadline.
- d) A student not fully engaged in or who does not successfully complete a study abroad program as described in the application is not entitled to an award even if the Committee has already allocated the award. **The student must return or repay the award previously received.** The Committee can make exceptions to this rule in emergency situations, such as severe health problems when documented by a physician.
- e) The Committee may revoke an award if any part of the information on the scholarship application is found to be untrue or if the student is not accepted into the program for which application was made.
- f) In case of non-compliance with the rules and operating procedures that require repayment of the scholarship award, the Committee may place a bar on the student's records to include withholding grades, transcripts, and/or degrees. The Committee may also place a bar against readmission or registration until repayment is made.
- g) Each student will submit to the Committee a one-page essay describing how the study abroad experience will complement the applicant's program of study at the University of Houston system universities and sign an affidavit as part of the application procedure.
- h) Each student will submit to the Committee upon return to her/his University of Houston campus:
 - one-page report
 - one photograph/postcard describing the activities during the program
 - one oral presentation to be scheduled on Office of International Studies and Programs calendar

NOTE: Scholarship can be revoked if the above requirements noted in B-1.h are not fulfilled.

2. Priorities

- a) The HJCCS fund is primarily designed to enable University of Houston students to participate in University of Houston sponsored study abroad programs.
- b) Preference will be given to cultural immersion programs (in the language of the host country).
- c) Preference will be given to long-term programs (full year or semester).
- d) A student who has not previously received a study abroad award from the University of Houston System will be given priority over previous award recipients.

3. Awards

- a) The Committee will make awards on a competitive basis twice a year within these HJCCS Procedures & Guidelines. In the Fall, awards will be made for the following Spring semester and/or Summer only; in the Spring, awards will be made for Summer and/or Fall only. A student planning to study abroad for a full academic year must reapply at the appropriate time.
- b) There will be two categories of awards: a basic scholarship and a comprehensive scholarship.
- c) Ordinarily, basic scholarships are for short-term programs; and comprehensive scholarships are for long-term programs, usually of one or two semesters, and will also vary depending on merit, need, and budget proposed by the applicant and on merit and need as perceived by the Committee.
- d) HJCC scholarships may be subject to tax and/or withholding in accordance with IRS regulations.

4. Merit

- a) Merit will be judged in terms of the study abroad program, GPA, references, and the one-page essay.
- b) The applicant will submit the following documents: application form (including academic and financial information), one official transcript (a computer printout is not considered official), two reference forms (at least one of which must be from a UHS instructor), and a one-page essay describing how the study abroad experience will complement the applicant's program of study at the University of Houston. The Committee has the right to request additional information pertaining to this award.

5. Financial Need

- a) Financial need will be a factor, but not the sole criteria, in determining the amount of an HJCCS award.
- b) Financial need will be defined in terms of the expenses associated with the study abroad program in question and by the funds available to the student for this purpose.
- c) Each applicant will submit a budget that lists approximate expenses associated with the study abroad program including transportation, tuition at foreign institutions, University of Houston tuition, program fees, living expenses abroad, etc. A written cost estimate from the program must be included.
- d) Each applicant will submit a financial statement listing sources of funds available to the applicant for study abroad purposes including savings, parents' support, other scholarships, fellowships or grants, financial aid, and employment while abroad.
- e) Need will be defined as the difference between the applicant's budget (that is, the projected overall cost of study abroad) less resources available to the student from other sources.

6. Awards to International Students for Study at the University of Houston

- a) International students are defined as students who are not US citizens and who do not hold immigrant visas.
- b) International students who are not exchange students must meet the admission requirements of UH and must be regularly admitted into a degree program to be eligible, after completion of 12 credit hours for undergraduate program and 9 credit hours for graduate program.
- c) Applicants must have sufficient academic preparation, including a good command of the English language.
- d) International students will be eligible for an award only once during their undergraduate program and once during their graduate program years.

C. Selection Committee

- 1. The HJCCS awards selection committee shall consist of a group of faculty, and staff members.
- 2. Members of the Committee may not write letters of recommendation for applicants.
- 3. These guidelines will be reviewed as and when necessary.

University of Houston System
Houston Junior Chamber of Commerce Scholarships

APPLICATION

Please check the appropriate box

Spring

Summer I IV

Fall Year: _____

PERSONAL DATA

- 1) Name (Last, First, Middle): _____ 2) Gender: Male Female
- 3) Social Security # or Student I.D. #: _____ 4) Birthdate: _____
- 5) Local Address: Street _____ City _____ State _____ Zip _____
 Work Phone _____ Home Phone _____ E-mail _____
- 6) Residency Status: Texas Resident US Citizen Resident Alien (Green Card # _____)
- 7) International Students: Country of Birth _____ Country of Citizenship _____
 Type of Visa _____
- 8) Major field of study: _____ 9) Minor field of study: _____
- 10) Overall UHS GPA: _____ 11) UHS semester hours completed with grades awarded: _____
- 12) Current UHS status: Fr So Jr Sr PB Grad/Prof Other _____
- 13) Anticipated date of graduation: _____ 14) Degree/Certificate: _____
- 15) Number of HJCCS awards previously received: 0 1 2 3 4 Total award(s) received: \$ _____
- 16) Previous study abroad experience (please include program name, location, and dates):

17) List all colleges or universities attended:

Institution	Dates	Graduation	Field of Study

STUDY ABROAD PROGRAM

1. I am applying for (check one): Basic Scholarship (short-term programs of less than one semester) Comprehensive Scholarship (long-term programs of one or two regular semesters)

Complete #2 or #3 or #4 as applicable.

2. UHS Faculty-led study abroad program:

Program Name: _____

Location/Country: _____

Student's Language Proficiency (please list languages and level of fluency): _____

Program Cost: \$ _____ tuition
\$ _____ room/board
\$ _____ airfare or transportation
\$ _____ other (specify)
\$ _____ TOTAL

Program length (Total # of days): _____
Program Dates from: _____
to: _____

Accepted into Program Yes No If no, what is the anticipated date of acceptance: _____
Attach supporting documentation.

Faculty sponsor: _____ Phone #: _____ Dept.: _____

3. UHS Affiliated Studies Abroad Program:

Program Name: _____

Consortium Name: _____

Student's Language Proficiency (please list languages and level of fluency): _____

Program Cost: \$ _____ tuition
\$ _____ room/board
\$ _____ airfare or transportation
\$ _____ other (specify)
\$ _____ TOTAL

Program length (Total # of days): _____
Program Dates from: _____
to: _____

Accepted into Program Yes No If no, what is the anticipated date of acceptance: _____
Attach supporting documentation.

Brief description of program and program activities: _____

Applications should be submitted to:

Parul Fernandes
Director, Office of International Studies & Programs
University of Houston System
E. Cullen, Room 501
4800 Calhoun Road
Houston, Texas 77204-2039
713-743-9167

Affidavit

All the information on this form is true and complete to the best of my knowledge. I understand that intentionally falsifying information will lead to my disqualification from consideration for the scholarship. I will be required to repay any scholarship money awarded should falsified information come to light following my receiving the award. I understand this affidavit and agree to return or repay scholarship funds to the University of Houston within thirty days should I fail to complete the study abroad program or should the study abroad program be canceled.

Signature of Applicant

Date

University of Houston System
Houston Junior Chamber of Commerce Scholarships
Reference Form

Name of Applicant: _____ Social Security #: _____

Referee Name: _____ Title: _____

Department: _____ Institution: _____

(To be completed by Referee):

1) How long and in what capacity have you known the applicant? _____

2) Please indicate the applicant's ability and competency in the following areas:

	Below Average	Average	Above Average	Very Good	Outstanding	Exceptional	No Opportunity to Observe
General Knowledge							
Knowledge in chosen field							
Motivation & seriousness of purpose							
Ability to plan and carry out research							
Emotional stability and maturity							
Self-reliance & independence							
Ability to make sound judgements							
Potential for growth in chosen field							
Effectiveness with people							

3) Final Rating: Exceptional Good Average Fair Not recommended

Please use the space below for any additional comments or attach recommendation letter to this form.

DO NOT WRITE ON THE BACK OF THIS FORM

Signature of Referee _____ Date _____

University of Houston System
Houston Junior Chamber of Commerce Scholarships
Reference Form

Name of Applicant: _____ Social Security #: _____

Referee Name: _____ Title: _____

Department: _____ Institution: _____

(To be completed by Referee):

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Self-reliance & independence							
Ability to make sound judgements							
Potential for growth in chosen field							
Effectiveness with people							

3) Final Rating: Exceptional Good Average Fair Not recommended

Please use the space below for any additional comments or attach recommendation letter to this form.

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Signature of Referee _____ Date _____