

Instructions for Scholarship Application

UH International Student & Scholar Services Office (ISSSO) • 302 Student Service Center 1 • (713) 743-5065

The attached information will describe for you the procedures for applying for the **Jack & D'Ann Burke International Scholarship** and the **Cecelia Eichenberg Memorial Scholarship**. The two scholarships are basically identical, so only one application form is needed. Where qualified, these scholarships may provide in-state tuition. **Applications must be submitted to ISSSO no later than Monday, March 24, 2008 at 6 PM.**

WHO IS ELIGIBLE?

1. Applicants must demonstrate active involvement in international educational activities.
2. **Undergraduate applicants must have completed 12 hours in the Fall of 2007 and complete 12 hours in the Spring of 2008. Undergraduates must also be planning to take 12 hours in the Fall of 2008 and Spring of 2009. Graduate students must meet the same requirement except they must complete 9 hours in all the semesters noted above.** These minimum hours must be taken at the University of Houston. Concurrent enrollment at another school does not count toward the full-time hours. For international students, permission by ISSSO to drop below hours does not equal full-time status for scholarship purposes. The only exception is students approved for the federally authorized Special Student Relief Program.
3. All undergraduate applicants must have and maintain at least a cumulative 3.0 GPA and all graduate applicants must have and maintain at least a cumulative 3.5 GPA. In both cases the GPA must be verified by your official UH transcript. If you have submitted an **official** transcript with a TPEG application, you may submit a **copy** for this scholarship application.
4. Applicants must demonstrate financial need. Financial need is established by completing the attached Scholarship Financial Aid Form.
5. Priority will be given to students who do not currently hold other scholarships or a tuition waiver.

WHAT MUST I DO TO APPLY?

YOUR SCHOLARSHIP APPLICATION CHECKLIST		Confirmed by ISSSO -Official Use Only-
Please attach your documents in the order <u>listed below</u> . Check the box on the left of each step when you have completed it.		
<input type="checkbox"/> Complete the attached Scholarship Financial Aid Form.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach a copy of your CURRENT Spring 2008 fee bill that shows your last payment.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach copies of your bank statements (checking & savings) for the following months:	September 2007 October 2007 November 2007 December 2007 January 2008 February 2008 March 2008 (if available)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> List number of hours at UH for the Fall of 2007 _____ (Only count hours at UH!)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> List current hours at UH for the Spring of 2008 _____ (Only count hours at UH!)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> My level of study is:	<input type="checkbox"/> Undergraduate and my cumulative GPA is _____ (minimum 3.0) <input type="checkbox"/> Graduate and my cumulative GPA is _____ (minimum 3.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach official UH transcript. Note: If you have also submitted an original transcript for the TPEG, you may use a photocopy for this application.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <u>All international students</u> , please attach photocopies of the following documents:	(1) Passport (photo & expiration date) (2) Current I-94 card (front & back) (3) If F-1, provide a copy of I-20 (p. 1,3); If J-1 student, a copy of DS-2019	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Type a double-spaced essay of no more than one page illustrating your involvements in international education (e.g., describe how long you have been an international student, experiences in study abroad, membership in international clubs, international travel, future career plans, etc.).		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> A recommendation letter from faculty, staff, employer, or professional person.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Explanation About Missing Documents Or Other Comments: _____

AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS
Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)

I, _____, hereby voluntarily authorize officials in the
University of Houston department(s) identified below to disclose personally identifiable
information from my educational records. (Please check the box or boxes that apply):

- Registrar
- Financial Aid
- Dean of Student's Office
- Residential Life and Housing
- University Advancement
- University Studies Division
- Other (Please Specify) _____

Specifically, I authorize disclosure of the following information or category of information (Please check the box or boxes that apply):

- Grades/Transcripts
- Financial Aid
- Disciplinary
- Housing
- Scholarship and/or Honors
- Photos
- Academic Records
- All University Records
- Other (Please Specify) _____

This information may be released to _____
[Print Name(s) of Individual(s) To Whom University May Disclose Information]

_____ for the purpose of informing:
[List Additional Individuals if Necessary]

- Family
- Educational Institution
- Employer/Prospective Employer
- Public or Media of Scholarship, Honor or Award
- Other Please Specify _____

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to Department(s) identified above.

Student Name (Please Print)

Student I.D Number

Student Signature

Date